

# **LINCOLN HILLS WATER VOLLEYBALL GROUP**

**Approved April 17, 2019**

**(A REPLACEMENT OF PREVIOUS DOCUMENT LAST REVISED ON 10/27/2016)**

**(A REPLACEMENT OF PREVIOUS DOCUMENT LAST REVISED ON 9/11/2012)**

## **ARTICLE I. NAME**

The name of this group shall be Lincoln Hills Water Volleyball Group, hereinafter referred to as “the club”.

## **ARTICLE II. PURPOSE**

The purpose of the club is to promote and play recreational and competitive water volleyball within the Sun City Lincoln Hills community.

The club is organized and will operate in full compliance with the Association’s governing documents, including the *Club Information & Guidelines Handbook* provided by the Community Clubs and Organizations Committee (CCOC).

## **ARTICLE III. MEMBERSHIP**

Membership in the club is open to all Association residents, including renters/lessees.

To be a member, an Association resident must have completed a membership form, signed the Club Event Release Waiver, and paid the current year’s membership fee.

New members must complete the orientation and integration process as defined in the Recreational Players Program in the club’s *Operating Policies and Procedures Guide*.

Members deemed to be in violation of club or Association rules and regulations may have their club membership suspended or revoked. Remedial action is the responsibility of the club’s Steering Committee. If such remedial action is not taken by the entire Steering Committee for some reason, the Committee Chairperson is authorized to take action or refer the matter to the CCOC. The suspended member may appeal any decision to the Sun City Lincoln Hills Homeowners Association Board of Directors.

## **ARTICLE IV. MEETINGS**

Members will be provided advance notice of location and time of all general membership, social, and Steering Committee meetings. Such notices will be posted on the club’s website, [www.lhwatervolleyball.com](http://www.lhwatervolleyball.com), and in the club’s binder at Kilaga

Springs Fitness Center. No special meetings will be held outside of the published schedule unless called by the Chairperson who will post the agenda, time, and location to the website at least 5 days prior to the meeting.

All meetings will be open to all club members.

Meeting agendas will be distributed to Steering Committee members and posted to the club's website not less than 5 days prior to the scheduled meeting.

Steering Committee meetings will be held monthly, except in December or when cancelled in advance by a vote of the Steering Committee members. A general membership meeting will be held annually at the Fall Social Event. All meetings of the Steering Committee will be conducted in accordance with generally accepted tenets of Robert's Rules of Order, but without the necessity of an official parliamentarian.

#### **ARTICLE V. VOTING**

1. Voting for Steering Committee members and Bylaws revisions will be by distributed ballot.
2. Voting for all other purposes will be by show of hands and the results counted and recorded by the Secretary.
3. A quorum is required for voting purposes; it will be defined as follows:  
For the Steering Committee, a quorum shall be a majority of Steering Committee members. For a general membership meeting, a quorum shall consist of 25% of members.
4. A simple majority of those members voting at any Steering Committee meeting or general membership meeting will be sufficient to either pass or defeat any item called for a vote.

#### **ARTICLE VI. STEERING COMMITTEE MEMBERS**

1. The Steering Committee will have a maximum of 12 and a minimum of 6 members to fill the following positions:

1. Chairperson
2. Secretary
3. Treasurer & Membership Chairperson
4. Training Administrator
5. Email Coordinator
6. Webmaster
7. Competitive Play Coordinator
8. Recreational Play Coordinator
9. Social Activities Coordinator

- 10. Communications Coordinator
- 11. Equipment Manager
- 12. Mentor Coordinator

2. Steering Committee members will serve a 2-year term. They can serve a maximum of 4 continuous years, after which they must take at least a 1-year break.

3. Duties of each Steering Committee member will be described in detail in the club's *Operating Policies and Procedures Guide*.

4. Terms of the members will be staggered so that approximately 50% of the members' terms expire annually. Members appointed to fill vacancies, will serve out the remainder of that vacancy's term. The Steering Committee will designate vacant positions as either 1-year or 2-year terms for elections to maintain the staggered term requirement.

5. Elections to the Steering Committee will be held annually. At the Fall Social Event/General Membership meeting, it will be announced which positions are due to be vacated by the end of the year. The general membership will be encouraged to volunteer for a particular position where their strengths might best be utilized. Nominations will also be accepted from the floor at the General Meeting. The slate of volunteers will be presented to the Steering Committee at their November meeting and those seeking the positions will be encouraged to attend that meeting to ask questions and be interviewed. The slate of volunteers will be distributed to the general membership for a vote to be completed by the last day of November. The results of the election will be announced via the website and email to the general membership.

6. In the event that a Steering Committee member resigns their position, the Steering Committee can decide whether or not to fill the vacancy at that particular time. If the position is to be filled, volunteers from the general membership will be sought to take over that specific job duty. The Steering Committee will vote whether to accept the new member.

7. The reasons for removing a Steering Committee member before the completion of their term shall be as follows: failure to attend meetings, failure to perform assigned duties, or unsportsmanlike conduct at meetings or during play. For a member to be removed, the Chairperson must include a "Request for Removal" on the agenda of a regularly scheduled Steering Committee meeting. From that point on, it will be treated as any other item of business requiring a vote of the Steering Committee.

## **ARTICLE VII. DUES**

The amount, period covered, and collection of annual dues shall be in accordance with the following process:

1. The Steering Committee will decide the dues amount for the upcoming year at its September meeting and determine the exact due date according to the upcoming calendar.
2. Dues must be paid prior to the first Steering Committee meeting in January or no later than January 10, whichever comes first.
3. Dues will cover the period from January 1 through December 31.
4. Members who haven't paid by the due date, without having made prior arrangements with the Treasurer, will be dropped from the roster and lose all privileges of seniority. Subsequent reinstatement will be treated the same as a new member.
5. Dues will not be prorated throughout the year.
6. Dues will not be refunded, except as described in the orientation and training guidelines in the *Operating Policies and Procedures Guide*.

## **ARTICLE VIII. GUESTS**

No Guests are allowed to participate in water volleyball play at any time, under any circumstances, except by invitation of the Steering Committee. Guests, whether residents of SCLH or not, may attend the club's social functions as long as they are accompanied by a club member. The club member is responsible for their Guest's fees and conduct.

## **ARTICLE IX. RECORDS AND REPORTS**

1. Financial records will be maintained for seven years to include detailed accounting of the club's receipts and disbursements. Records must be available for view by any club member in good standing.
2. Minutes will be maintained for three years for all Steering Committee meetings and other meetings where club business or elections are conducted.
3. The club will provide Steering Committee election results on the Club Contact Form, along with the related club meeting minutes, in accordance with SCLHCA requirements.
4. Lists containing club member information shall not be used for commercial, political, or personal purposes not related to the business of the club. Control, distribution, and use of these lists, including email or other communications to members, will be in accordance with the following policies:

- Steering Committee members will be provided with current member information by the Treasurer/Membership Chairperson as changes occur. The information is to be used in the performance of specific club duties only.
- No member information will be posted in the club binder at Kilaga, except contact information for the Steering Committee.
- No member information will be shared by the Steering Committee members for any other reason without the express written consent of the member whose information is to be shared.
- The approved method of providing meeting notices and other information to club members will be by email to their last known email address. Members without email service must request that notices be made by phone or mail.
- Only members designated by the Steering Committee will have the authority to send emails to the general membership.
- Group emails must be sent using the BCC (Blind Carbon Copy) feature in order to hide individual addresses.
- Group emails must be sent from the club's official email address.
- Club members must be provided with the club's email address in order to communicate with the Steering Committee.
- Group emails will be sent to the general membership as requested by the Homeowners Association.

#### **ARTICLE X. RESPECT FOR MEMBER HEALTH ISSUES**

The Steering Committee will recognize that the health issues of club members are a private matter. When the Steering Committee Chairperson, or the Social Coordinator, becomes aware of a health situation, he/she may make contact with the member or immediate family. Only after having received express written permission and instructions can the information be shared with the general membership.

Any club member may, because of their own personal interest or relationship with a member having an illness, make contact as long as they do not proclaim to be representatives of the club.

#### **ARTICLE XI. COMMITTEES**

Standing and/or ad hoc committees may be formed at any time under the direction of the Steering Committee. They will have a specific purpose and duration in accordance with their charter. They will report at regularly scheduled Steering Committee meetings as part of the posted agenda. When the Steering Committee deems that their goals

have been met, they will be dissolved. Standing committees with long term functions will be defined in the *Operating Policies and Procedures Guide*.

## **ARTICLE XII. CLUB DISSOLUTION**

In the event that the club dissolves, all remaining assets will either be transferred to the Association or donated to a charitable organization. Dissolution will not be initiated until all outstanding debts are satisfied.

## **ARTICLE XIII. AMENDMENTS**

The process for amending these Bylaws shall be as follows:

1. Revisions will be reviewed and approved by the Steering Committee, then distributed to the general membership, and voted upon via distributed ballot.
2. An amendment to the Bylaws will become effective after the club receives final approval from the CCOC and the Association Board of Directors.