

HERITAGE HIGHLANDS TENNIS ASSOCIATION BY LAWS

These BY LAWS shall guide the conduct of the affairs of the Heritage Highlands Tennis Association (hereinafter called the "Association").

ARTICLE I - RIGHTS AND OBLIGATIONS OF MEMBERS

Section 1. Dues paying members in good standing shall have the right to vote at all meetings of the Association membership, to hold office, to participate in all tennis and social activities, and to use the ball machine.

Section 2. Members shall have the duty and obligation to conduct themselves in a courteous manner and in accordance with established conduct of tennis play, including wearing appropriate tennis attire.

Section 3. All Association sanctioned tennis play shall be in accordance with the rules of the U.S. Tennis Association.

Section 4. Definitions.

Organized Tennis: The Organized Tennis Coordinators for men and women match players of approximately equal playing ability and assign players to courts at specific times on specific days. Organized Tennis is normally scheduled October through May when the largest number of players are present in the community.

Social Tennis: Designated times and days are established for players who show up at the courts. The format for play is established by the players.

Open Tennis: Open Tennis is available on a first-come, first-serve basis to all Association members, other Heritage Highland residents, Stay and Play guests, and guests of Heritage residents. Open Tennis is available at all times when courts are not in use for Organized Tennis, Social Tennis, Association special events and social functions.

Section 5: Rules Governing Use of Courts

Courts are reserved Monday through Saturday for Association members, generally during the hours of 6 AM-12 Noon for match play. (See Organized Tennis and Social Tennis) Starting times vary throughout the year. Women have priority on Monday, Wednesday and Friday. Men have priority on Tuesday, Thursday and Saturday.

Courts may be reserved for Open Tennis when the courts are not scheduled for Organized or Social Tennis by posting a notice on the bulletin board 24 hours in advance. After a 15-minute no-show period for a scheduled court, a court shall be available for Open Tennis.

The ball machine may be used at any time except when the court is needed for match play. Members must be certified before using the ball machine.

ARTICLE II - DUES AND ASSESSMENTS

The dues of the Association, for the upcoming year, shall be determined at the annual meeting. These dues shall be payable to the Association Secretary/Treasurer within 30 days of the annual meeting each year, or upon joining the Association. Any member who has not paid their annual dues by this deadline shall be dropped from the Association roster. Non-paying members shall be reinstated upon payment of their dues for the current year.

ARTICLE III - MEETINGS

Section 1. The annual meeting of the Association shall be held during February of each year at the time and place determined by the Association President, and upon notice to the membership via the Heritage Highlander newsletter and e-mail. The election of Association officers shall be held at this annual meeting. Officers' term of office shall be for two years from March 1 through Feb. 28 or 29.

Section 2. Other meetings of the membership or of the Executive Committee, composed of the Association Officers, may be held upon notification by the Association Officers or shall be held upon a petition signed by ten (10) members in good standing submitted to the Secretary/Treasurer. In the latter instance, such meeting must be held no sooner than seven (7) days nor later than fourteen (14) days from the date the petition is submitted to the Secretary /Treasurer.

Section 3. Official business may be conducted at any membership meeting for which proper notification has been issued and at any Executive Committee meeting when a majority of the Committee is present. A majority vote of members present shall be required.

ARTICLE IV - DUTIES OF OFFICERS

Section 1. The President shall call and preside over all meetings of the Association, appoint committees as needed to conduct the affairs of the Association, preside as chairperson of the Executive Committee, and shall be the liaison with the Heritage Highlands Board of Directors.

Section 2. The Vice-President/Facilities Director, in the absence of the President, shall perform the duties of the President. In addition, the Vice President shall perform the following duties: liaison with the General Manager of the HOA staff, participates in facilities planning, monitors court and landscape maintenance, and prioritizes and recommends facilities changes.

Section 3. The Secretary/Treasurer shall record and maintain minutes of the meetings and send a copy of the minutes of the general meetings to the Heritage Highlands Board of Directors, collect funds and dues, make financial disbursements, and maintain financial and membership records.

Section 4. The Publicity Director shall be responsible for the following: maintain e-mail lists, draft and submit Highlander articles, draft Association communications, and assist committees with their publicity needs.

Section 5. The Activities Director shall be responsible for the following: plan and schedule social activities, develop an activities calendar, appoint members to handle events, work with the publicity director on event promotions, arrange for a tennis pro and lessons, evaluate relevant survey results, supervise league play, establish ladders, schedule socials with other clubs, and liaison with the Organized Tennis Coordinators.

ARTICLE V - COMMITTEES

Committees shall be appointed by the Executive Committee as needed.

The Executive Committee shall appoint annually a Men's Organized Tennis Coordinator and a Women's Organized Tennis Coordinator.

ARTICLE VI - AMENDMENTS

The membership may amend these BY LAWS at any regular or special meeting of the members in good standing by a majority vote of those present, provided that the membership has been notified of each proposed amendment in accordance with the Constitution.

Revised February 20, 2008