

# **CONSTITUTION AND BYLAWS FOR THE LAGUNA WOODS TENNIS CLUB *(approved 12/3/25)***

## **ARTICLE I – NAME**

The name of this organization shall be LAGUNA WOODS TENNIS CLUB, also known as THE TENNIS CLUB AT LAGUNA WOODS VILLAGE, hereinafter referred to as the Club.

## **ARTICLE II – PURPOSE**

The Club's purpose is to bring together those interested in tennis for their mutual enjoyment and benefit, and to form an organization for the promotion and direction of tennis play and social events.

## **ARTICLE III – MEMBERSHIP**

**Section 1:** Membership shall be available to residents of Laguna Woods Village, Laguna Woods, California. The membership year runs from January 1st to December 31st.

**Section 2:** Each applicant for membership shall be accepted upon application, signed waiver, resident ID, and payment of dues. New residents who join or current members who renew on or after November 1st will be considered members through the end of the next calendar year.

**Section 3:** In the event any member of this organization commits any act that reflects discredit or disrepute thereon or shall refuse or neglect to comply with these rules, such member shall be subject to suspension or expulsion after ten (10) days written notice by a vote of the majority of the Board of Directors, hereinafter known as the Board, at any regular or special board meeting called for such purpose.

**Section 4:** The General Membership Meeting shall be held in the first week of December. The Board can call for other special membership meetings deemed necessary by a majority decision of the Board. Email notification of the General Membership Meeting and any special membership meetings shall be sent to all club members, and a notice shall be posted on the clubhouse bulletin board at least thirty (30) days in advance of the meeting dates.

**Section 5:** The club members present at the General Membership Meeting, or at any special membership meeting, shall constitute a quorum.

**Section 6:** Proxy voting won't be accepted at any board meeting.

**Section 7:** Membership dues can be increased or decreased by the unanimous decision of the Board.

## **ARTICLE IV - OFFICERS AND MEMBERS OF THE BOARD**

**Section 1:** The officers shall consist of the President, Vice President, Treasurer, and Secretary.

**Section 2:** The Board shall consist of the officers plus three (3) Directors. These Directors are to have the duties of: Membership, Activities, and Social Activities. The duties of the Board are to manage the affairs of the organization and promote the game of tennis in Laguna Woods Village. Specific duties include enforcing the rules and bylaws, organizing tennis activities, organizing social events, publishing the Membership Directory, and advising GRF and the management company of any facility maintenance needed. The Board shall also represent the interests of club members and Laguna Woods Village tennis players to the management company.

**Section 3:** The President may appoint committees and assign responsibilities to board members or other member volunteers as required to conduct organization activities.

**Section 4:** At the September board meeting the Board shall appoint a nominating committee chairperson. This chairperson may appoint additional members of the Club to serve on the nominating committee. The nominating committee shall submit their recommendations for board members for the following year to the Board at the November board meeting, and these recommendations shall be posted on the bulletin board in the clubhouse at least fourteen (14) days prior to the General Membership Meeting in December. Nominations from the floor will be accepted at the December General Membership Meeting.

**Section 5:** Voting for officers and members of the Board at the December General Membership Meeting shall be by members only by a show of hands. The names receiving the greatest number of votes cast shall be declared elected. If there are no other candidates for office other than those submitted by the duly appointed nominating committee, members present may approve the entire slate by a majority show of hands.

**Section 6:** The Board shall meet bimonthly (every other month) at such times and places as they select, and a majority of the Board shall constitute a quorum at any meeting. A special board meeting may be called at any time by the President and any two board members.

**Section 7:** In case of a vacancy on the Board, the President shall appoint a member to the remaining portion of the term with majority approval of the remaining board members.

**Section 8:** The Vice President shall succeed to and perform the President's duties in the President's absence, inability to act, or upon request of the President. If for any reason the President resigns or is unable to complete the term to which the President was elected, the Vice President will become the new President and complete the term of the previously elected President.

**Succession:**

- a. The Treasurer shall succeed to and perform the President's duties if the President and Vice President are both absent or unable to act.
- b. The Secretary shall succeed to and perform the President's duties if the President, Vice President, and Treasurer are all absent or unable to act.
- c. If any of the above officers cannot fulfill the President's role then the Vice President shall name an acting president with a majority vote of the Board.

**Section 9:** A board member who is absent from two (2) successive board meetings without reason acceptable to the Board or is not properly or adequately performing the assigned duties of the office shall be subject to removal from office by a majority vote of the remaining Board.

**Section 10:** Board members elected at the December General Membership Meeting shall assume office at the January Board Meeting.

**ARTICLE V - RULES AND REGULATIONS**

**Section 1:** All meetings shall be conducted according to the procedures set forth in "Robert's Rules of Order."

**Section 2:** The Club will be subject to any requirements established by the Golden Rain Foundation and most particularly to those pronounced by the Recreation Division of the Laguna Woods Village management company.

**Section 3:** Residents of Laguna Woods Village, Laguna Woods, who do not choose to become members of the Club shall have full privileges for the use of the tennis courts when such use is not in conflict with scheduled events.

**Section 4:** Playing rules as provided by the United States Tennis Association shall govern in addition to those rules of use posted at the tennis facility and in the Membership Directory.

**ARTICLE VI – AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

The Board shall have the power to repeal or amend the Constitution and Bylaws provided that such action shall not be effective until approved by a majority vote of the members at the December General Membership Meeting or any special membership meeting held in accordance with the provisions contained herein. Notice to members must be given by posting proposed changes thirty (30) days prior to such meetings on the tennis clubhouse bulletin board, and by emails sent to all members of the Club.