

HERITAGE HIGHLANDS TENNIS ASSOCIATION  
BYLAWS

These BYLAWS 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 throughout the year.

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

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

Team Tennis: Designated days/times are established for Team (Interclub, USTA, etc.) usage of the courts. Team usage will not interfere with Organized Tennis.

Section 5: Rules Governing Use of Courts

Courts are reserved Monday through Saturday for Association members, generally during the hours of 6 a.m. to 1 p.m. 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, team or social tennis by recording the players, time/date and court number on the signup sheet placed on the tennis bulletin board at the start of each week. After a 15-minute no-show period for a scheduled court, the court shall be available for open tennis.

The ball machine may be used at any time except when the court is needed for organized/team/social/special-event play. Those using the machine must be certified, after which they will receive a key to the machine. Certification will entail a brief training session on the proper use of the machine. A ball-machine key will be kept at the front desk for use by any resident who has been certified to use the 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, participate in facilities planning, monitor court and landscape maintenance and prioritize and recommend 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 Tennis Association Executive Committee, collect funds and dues, make financial disbursements, and maintain financial and membership records. The Secretary/Treasurer also shall make available ball-machine keys for Association members' use and supply a key to the HOA front desk for use by Heritage residents (and their guests) who are not members of the Association.

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, schedule socials with other clubs and liaison with the Organized Tennis Coordinators.

Section 6. The elected officers constitute the Tennis Association Board of Directors.

#### ARTICLE V - COMMITTEES

Committees shall be appointed by the Executive Committee as needed.

#### ARTICLE VI - AMENDMENTS

The membership may amend these BYLAWS 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 18, 2010

