

Amador Pickleball Club Bylaws

Approved by Board of Directors April 17, 2023

Article 1 **Name**

The name of this organization shall be the Amador Pickleball Club (APC) and referred to as “the Club”.

Article 2 **Mission Statement**

To grow the game of Pickleball for all ages, levels and abilities by creating and cultivating an environment that promotes health, social interaction, good sportsmanship and FUN by providing continuing skill and mentoring programs to enhance organized recreational and competitive play.

Section 1: The club is formed as a tax exempt social and recreational club under the Internal Revenue Code section 501 (c) (3).

Section 2: The Club will sponsor activities to enhance the Pickleball experience through social, educational and competitive events.

Section 3: The Club will provide an authoritative body to govern and conduct club activities, the Board of Directors (BOD).

Section 4: Membership fees may be expanded for the purpose of equipment, court maintenance/upgrade/construction, charitable donations, and other expenses to facilitate the Club’s Mission Statement.

Article 3 **Membership**

The membership of the Club shall consist of anyone who has submitted an application to the Club and paid dues within a given year. Membership in the Club is nondiscriminatory and open to any person interested in the sport of pickleball. Membership becomes effective upon receipt of a completed membership application, payment of Club dues and subject to the Board of Directors approval.

Section 1: **FISCAL YEAR**
The fiscal year shall be July 1 through June 30.
Annual membership in the Club is for the fiscal year only. Annual membership expires on June 30.

Section 2: **DUES**
The annual membership dues for the 2023-2024 year will be determined by the Board of Directors. If the BOD recommends

that the membership dues be changed for the following year, that change shall be voted on at the annual organizational meeting per Article 7. A portion of the members annual dues will be used to pay for medical insurance through the USA National Pickleball Association. Failure to pay the annual dues shall result in the termination of membership. A member's dues shall be considered in arrears and their membership suspended if payment is not received by July 31.

Section 3: MEMBERSHIP

Any adult may become a member of the APC by paying for an individual membership. Each adult membership is entitled to one vote on APC matters. Non-transferable.

The Club does not offer family memberships. Members' children under the age of 18 may play for free with an adult present.

Non-members are permitted to play as a guest. Guests may be required to pay a drop in fee each time they play during club reserved hours and sign a release liability form.

Section 4: Condition of Membership

All members shall follow the Code of Conduct of the USA Pickleball Association and governing membership rules in the Amador Pickleball Club. All Club members act as representatives of the APC both on and off the courts. Violation of the Code of Conduct shall be subject to disciplinary action and possible termination of membership in the Club.

The Board of Directors may suspend or revoke a membership detrimental to the APC by a majority vote of the BOD, provided a quorum is present at said meeting. Members are expected to abide by all Club rules, and as such the BOD, at its discretion, may warn any member not abiding by these rules. Upon a member receiving a second warning for the same type of offense, the BOD may remove that member from APC. Members who are removed from the APC will lose their membership and will be refunded the pro-rated proportion of their pre-paid annual membership dues minus the insurance portion of said dues.

Article 4

Officers

The officers of the Amador Pickleball Club shall be known as the Board of Directors. APC shall be administered by a BOD consisting of 4 elected positions from among the general membership: President, Vice President, Treasure, Secretary. The Board of Directors membership shall consist of a minimum of four (4) positions and a maximum of ten (10). Additional Directors shall be appointed by the elected BOD; i.e. Member at Large, Social Director, Membership Director, Tournament Director, Venue Director, Public Relations Director, etc. at their scheduled July BOD meeting. Board positions may be added or eliminated as deemed necessary by action of a two-thirds vote of the BOD. All BOD candidates must have been a club member for at least one (1) year.

Section 1: TERM

All elected Board of Directors shall serve a two (2) year term starting July 1 ending June 30 (fiscal year).

In order to stagger the term for elective Directors for the continued stability to the Club, for the 2023-2024 fiscal year, the current Secretary and Vice President shall serve a one (1) year term ending June 30, 2024. Elections for open BOD positions will be held annually for two (2) elected Board of Directors per fiscal year.

All appointed Board of Directors shall serve a one (1) year term for the current fiscal year.

There shall be no limit as to the number of consecutive terms a BOD may serve.

Section 2: DUTIES

President

- Be the chief officer of the Club.
- Have general supervision and provide directions of the affairs of the Club, subject to the consent of the BOD.
- Determine the dates, locations, time and agendas for all Board and Membership Meetings.
- Preside at all meetings of the members and BOD.
- Work with designated government agency boards or employees regarding court times, operations and maintenance of courts.

Vice President

- Perform all duties of the President in his/her absence or disability.
- Assist the President in his/her duties.
- Perform other duties as assigned by the President.
- Enforce Robert's Rules of Order during all meetings.

Treasure

- Maintain accurate financial records of the Club for a period of seven (7) years prior to the current.
- Provide a detailed financial report at each BOD and membership meetings.
- Provide a summary financial report to the President upon request.
- Establish/manage a checking account and any other required bank accounts. Ensure the Club has a minimum of two (2) officers' signatories on file with the bank and update as officers change.
- File all applicable State/Federal financial documentation in a timely manner as required by law.

Secretary

- Prepare and keep minutes of all BOD and membership meetings.
- Provide a copy of minutes of the previous meeting to all BOD in a timely manner.
- Maintain the file of official records and documents.
- Maintain a set of the operative Bylaws, update if BOD approves revision.

Article 5

Responsibilities of Board of Directors

The members of the BOD shall be responsible for significant functions of the Club. These functions shall include but not be limited to:

- Maintain membership rolls and provide for collection of dues.
- Establish procedures for conduct of the election of members of the BOD and Officers set forth in Article 6.
- Consider the comments and viewpoints of members before voting on matters being considered by the BOD.
- Maintain liaison with pertinent county/city agencies and boards.
- Provide publicity and outreach activities to attract new members.
- Maintain rules of play as established by the USA Pickleball Association.
- Organize periodic social activities for the membership.
- Ensure adherence to any published requirement of the county and/or city regarding use of courts.
- Establish committees as appropriate.
- Appoint members to serve in capacities that the BOD believes will be beneficial to the operation of the Club.
- Provide communication with membership on items of interest.
- Develop and promulgate Rules of Conduct and other appropriate Regulations for members.
- Take action as needed to enforce the Rules of Conduct and Regulations of the Club in accordance with due process and hearing

Section 1 **NON-LIABILITY OFFICERS**
The Board of Directors shall not be personally liable for the debts, liabilities, or other obligations of the Club.

Section 2 **REMOVAL FROM BOARD**
Upon fourteen (14) days written notice from a club member to the Board of Directors as a whole, any Director may be removed, with or without cause, by two-thirds vote of the remaining Board. In the event that a Board member cannot be present to vote for the applicable procedure to be used, he/she shall nonetheless still be entitled to vote on any such removal effort.

Article 6: **Election of Officers**

Section 1: **POTENTIAL CANDIDATES**
An email will be sent to the membership soliciting candidates for open Board positions. Based on the membership response, list of potential candidates will be presented at the Annual Organizational Meeting.

Section 2: **VOTING PROCESS**
There will be at least one (1) candidate for each open elected Board of Director position. The elected BOD positions are President, Vice President, Treasure, Secretary. Members who have paid their dues shall have full voting privileges in all elections. Members who have not paid their dues for the current year are not eligible to vote until such time their dues are paid. Election for the Board of Directors will be an item of business at the Annual Organizational Meeting in June. All elected positions shall be filled by a majority vote of the membership in attendance. If there is more than one candidate for the position, the election shall be by voice, show of hands or by secret ballot as determined by the Election Chairman, who is appointed by the board.

Section 3: **VACANCIES**
When a vacancy for a Board of Director position has occurred mid-term, the position shall be filled for the remainder of the term by action of the majority of the remaining Board. The President shall determine a date, time, and location for the remaining Board members to meet and determine a replacement for the vacant position.

Section 4: RESIGNATION
Resignations shall be in writing and submitted directly to the President. The resignation of any Board member shall be immediately communicated to the remaining Board members.

Article 7

Meetings

Section 1: PROCEDURES
Newly revised Robert's Rules of Order will be the final authority as to parliamentary procedures at all meetings of the members, insofar as they do not conflict with any provisions of the Bylaws.

Section2: QUORUM
A quorum shall consist of at least three officers and 10% of the club membership at any general meeting of the Club. For general meetings, officers are considered members and shall be included in the 10% requirement.

Section 3: REQUIRED NUMBER OF MEETINGS
An Annual Organizational Meeting of the Club will be held annually in June. Members in good standing are eligible to vote on issues brought before the Membership. An annual meeting shall be held for the purpose of a needs assessment, general planning for the upcoming year, in addition to the election of officers, if needed.

Board of Director meetings will be held quarterly, at a minimum. Date, time and place to be determined by the President. Board meetings are open to members. Members can submit their questions in writing or email beforehand so that the Board may review the issue.

The President may call additional meetings of the officers at any time. A majority of the officers will constitute a quorum. Meetings of the officers may be open to the membership at the discretion of the President. Club members present who are not officers can participate in discussion but cannot make motions or vote.

Article 8

Notices

The approved method of providing meeting notices and/or information to Club members or to the BOD shall be by email to their last known email address or by phone if a member makes a written request to the President.

Article 9: **Bylaws**

These Bylaws may be amended at any time by a two-thirds vote of the membership attending the meeting or submitting a proxy.

PROCEDURE

Amendments to these Bylaws shall be proposed by the Board of Directors or by petition by at least 20% of the overall membership. Proposed amendments, whether by action of the Board or by petition shall be submitted to the membership for consideration and ratification at a membership meeting or a special meeting called. Ratification of proposed amendments shall require a two-thirds vote of members present and qualified to vote or submitting a proxy vote at the membership or special meeting. Voting on these Bylaws amendments shall be by voice, standing or secret ballot as determined by the President, with the advice and consent of the BOD. All amendments to these Bylaws shall take effect immediately upon ratification by the membership. Any amendments to these Bylaws shall be communicated to all members by email or by regular mail if the member does not have an email account.

Article 10 **Club Dissolution**

If the Club disbands, all club assets will be disposed of as follows:

- All physical assets belonging to the club such as paddles, ball, nets, ball machine, etc. shall be made available to the club membership for purchase. All proceeds from this sale shall be deposited into the club's treasury.
- All pickleball court improvements paid for by the club such as shade screens, benches, etc. shall remain at the courts and become the property of the entity owning the property.
- All monies in the club's treasury shall be donated to the Amador County Recreation Association.