

Westbrook Village Pickleball Club

Bylaws

Submitted November, 2011

Article I: General

Section A - The name of this club shall be Westbrook Village (WV) Pickleball Club. Where the name "Club" is used henceforth, it shall mean the WV Pickleball Club.

Section B - The purpose of this Club shall be to promote the sport of pickleball in a safe environment; to provide the opportunity for all members to learn and improve their play; to implement instructional lessons; to schedule drop-in play, league or ladder play, and tournaments as wanted by the membership; to encourage the highest standards of safe play; and to promote social pickleball activities within the community.

Section C - This Club shall be operated as a non-profit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, as well as in accordance with the bylaws of the Club, and the Rules and Regulations of WV Association.

Article II: Membership

Section A - Membership shall be open to all residents in good standing of WV. This also includes non-resident WV card holders.

Section B - A WV resident, a WV non-resident card holder, or household guest may participate for a maximum of one (1) week per calendar year for free, and then will be required to either pay the annual membership fee, or pay a guest participation fee for each session after the one week has ended. (This guest fee is currently \$5, and can be changed by the board, if necessary.) Non card holder guests must be accompanied by a host member. Guest privileges may be extended to non-resident card holders.

Section C - The amount of dues for each member will be determined (and changed as needed) on the recommendations of the Club Board (See Article III, Section A for definition of Club Board) and approved by a majority vote of the Club members after a quorum has been established. A quorum may be met by actual attendance of members at a Club general meeting or by a vote taken via email.

Section D - Disciplinary action, as follows, shall be taken by the Club against any member or guest who is abusive or who blatantly creates turmoil, disruption and dissension among Club members.

- First Offense: A verbal warning from the Club
- Second Offense: A written warning from the Club
- Third Offense: A short term suspension by the Club (length to be determined by the Club, but not to exceed one week)
- Fourth Offense: A long term suspension by the Club, (length to be determined by the Club, but not to exceed two weeks)
- Fifth Offense: Termination recommended by the Club Board.

Any suspended or terminated Club member has the right to appeal to the Club Board.

Article III: Officers

Section A - The **Club Board** shall consist (at a minimum) of four elected officers: President, Vice President, Secretary, and Treasurer, and the outgoing President (in an advisory capacity only, except to break ties for votes taken by the Club Board). The Board shall have overall governing authority of the Club consistent with the provisions of these bylaws and shall authorize all committees necessary to carry out the purposes and objectives of the Club. The Club Board may be assisted by the chairpersons of the committees to carry out the club functions and purpose.

Section B - The Club Board shall be elected by a majority vote of the Club's membership at the Club's annual meeting after a quorum is established and shall serve without compensation. (See Article VI, Section B for a definition of quorum.)

Section C - The Club Board shall appoint Committee Chairpersons for the Tournament, Membership, Social Activities, and Training/Clinics Committees, as becomes necessary.

Section D - The president shall select a Nomination Committee in the Fall of each year (around October, or at least 4-6 weeks prior to the annual General meeting when elections will be held for vacating officers' positions) consisting of 2-4 members in good standing. The president can delegate the selection of this committee to others, if so desired. This committee will solicit people who are interested in running for the officers' positions that are coming vacant in the upcoming year. At the annual general meeting, the membership will then vote on the upcoming positions by ballot (can be done via email, if desired). (See Section VI regarding the annual general meeting for electing officers.)

Section E - All officers are elected for two-year terms and are limited to two consecutive terms in office, unless no other persons are nominated for the position(s), and the current officer agrees to continue in their role. The four officer positions shall be elected and staggered over any 2 year period. Therefore elections for the President and Vice President will be held during even numbered years, and they will begin their 2 year service during odd numbered years. Alternately, elections for Secretary and Treasurer will be held during odd numbered years, and they will begin their 2 year service during even numbered years. So during any year, two positions will be in their 1st half of their term while the other two positions will be in their 2nd half of their term.

Section F - Duties of each elected officer:

- **President** - Preside over all Club meetings and carry out the direction and policies established by the Board and approved by

the membership; act as the principle liaison between the Club and WV Association. In the event of a vacancy on the Board, the President shall appoint, with Board approval, an interim officer until official elections are held. The President will stay on the Club board in an advisory capacity (with no voting rights unless a tie needs to be broken) for the two years after his/her two-year term has expired (unless he/she has been re-elected to the position for another two-year term). Also see Article III, Section D above.

- **Vice President** - Perform all duties of the President in the event of the President's absence or inability to perform; assume the Presidency of the Club for the unexpired term of the President in the event of a vacancy; perform other duties and responsibilities as assigned by the President; monitor and buy court balls as needed for Club play; keep updated hours of Club play posted at courtside and at the Ramada bulletin board; coordinate Committee Chairpersons by keeping them informed of their duties; monitor and supply First Aid Kit at courtside or in the bulletin board in the Ramada. Also see Article IV, Section A below.
- **Secretary** - Take and maintain the minutes of all Board and Club meetings as well as furnish all reports requested by the WV Association; keep an accurate and current roster of members; send out email blasts to all members regarding Club activities, including changes to Club play times, tournament info, social event info, and more.
- **Treasurer** - Receive and deposit all money due the Club, including membership dues collected; pay all bills incurred by the Club in the regular course of business; keep an up-to-date monthly ledger of all financial transactions and report the financial status to the Board monthly; prepare and report year-end reports to the Board annually; keep and maintain all financial records for seven (7) years prior to the current year and turn over all files to the succeeding treasurer; obtain a

yearly audit by someone other than a Club Board member during early fall.

Article IV: Court Balls

Section A - The Vice President shall be responsible for maintaining, supplying, and replacing balls for Club members use during Club Play Days.

Article V: Court Usage

Section A - The courts are available for use by any Club member in good standing or WV resident (or non-resident card holder) by making reservations at the Vistas check in desk up to 7 days in advance, except for those days and times the Club has reserved the courts for Club Play. These days and times will change according to the season, and will be maintained and posted by the Vice President.

Article VI: Meetings

Section A - There will be an annual general meeting for the election of officers to be held during the fall (Oct, Nov, or Dec) of each calendar year. Additional meetings can be called by the President, or Club Board as needed.

Section B - All members in good standing shall have the right to vote on all matters brought before the general membership. A quorum for all general membership meetings is established at twenty (20) percent of the Club membership. Three (3) officers of the Club shall constitute a quorum for all decisions of the Club Board.

Article VII: Financial

Section A - Financial records shall be retained for a period of seven (7) years (prior to the current year).

Section B - The Board shall authorize the Treasurer to disburse funds in support of Club activities as needed. A receipt is required for all expenditures and disbursements.

Section C - Financial records must be audited on a yearly basis by individuals other than those elected to the Club Board. The results of the Report of Audit will be presented to the general membership during the fall annual meeting, and duly recorded in the applicable minutes of such meeting.

Article VIII: Committees

Section A - Committees and/or chairpersons may be elected by the general membership, or appointed by the Club Board, or members may volunteer to be on the committee. Each committee may choose their Chairperson (or Co-Chairpersons) at their discretion.

Section B - Permanent committees (at a minimum) and their duties, will include the following:

- **Tournament** - The Tournament Committee shall plan, organize, promote and run a minimum of four (4) tournaments during October-May each year. The type of tournament is left to the discretion of the Tournament Committee. They shall make name tags for all players for each tournament.
- **Membership** - The Membership Committee shall provide the following to new members: the informative WBV Pickleball brochure, a Welcome Packet (which includes, but not limited to, a new member application and waiver); collection of the membership fees; follow up with new members to offer free clinics. The Membership Committee will also turn in fees collected to the Treasurer and turn in the new member information collected to the Secretary.

- **Social Activities** - The Social Activities Committee shall plan and implement a minimum of 4 events (parties!!) during October-May each year. These will include after-tournament parties, social get-togethers, holiday gatherings, or miscellaneous parties, as appropriate.
- **Training/Clinics** - The Training/Clinics Committee organize and implement training sessions or clinics with instructors for new members and curious spectators. They may also organize and implement clinics for players other than new members in the general membership, if wanted or needed.

Article IX: Amendments

Section A - Any member in good standing can propose an amendment to these bylaws.

Section B - Proposed amendments shall be provided to the membership via email, or posting at courtside or in the Ramada bulletin board, or at a general meeting. All amendments must be voted upon and approved by a quorum of twenty-five (25) percent of the membership. Once approved, notification of the amendment will be given to the WBV Association.

Article X: Safety

Section A - A first aid kit shall be on site at courtside or in the Ramada Bulletin Board case at all times. This kit should also include the address of the WV Vistas Pickleball Courts in case of emergency and the need arises to call 911. The address is: 18823 N Country Club Parkway, Peoria, AZ 85382. This shall be monitored by the Vice President.

Article XI: Rules of Play

Section A - Pickleball Rules are outlined by the USA Pickleball Association. (<http://www.usapa.org/>)

Article XII: Annual Submission of Bylaws to WV Association

Section A - These bylaws shall be submitted annually to the WV Association as required by the WV Association.