

Westbrook Village Pickleball Club Bylaws

As amended July 5, 2016

Article I: General

Section A - The name of this club is the Westbrook Village (WV) Pickleball Club ("Club").

Section B - The purpose of this Club is 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 desired by the membership; to encourage the highest standards of safe play; and to promote social pickleball activities within the community.

Section C - This Club is to be operated as a non-profit organization in accordance with applicable Arizona law, applicable Internal Revenue regulations, Articles of Incorporation, Bylaws, Covenants, Conditions and Restrictions (CC & R's) of WV Association (WVA); the Club Bylaws of WVA (WVA Club Bylaws), the Club Standard Rules and Regulations of WVA (currently contained in the Agreement By Club Executive/Contact Appointees To Abide By Approved WV Association Club Bylaws And Club Standard Rules And Regulations), these Bylaws, and any rules and regulations and policies and procedures adopted by the Board of the Club ("Board".) All of the above supercede these bylaws and the Club's policies and procedures and rules and regulations in event of a conflict, except that these bylaws may be more restrictive.

Article II: Membership

Section A - Membership is open to all residents of WV, non-resident relatives of residents, non-resident WV card holders, and non-residents who were Members as of July, 2015. A Member is a person who is eligible to be a member, has paid the annual dues, and has not been suspended or terminated. A non-resident relative of a resident is a member of the family of a resident, including spouses and partners, parents, children, siblings, and grandchildren of residents who do not reside in WV.

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 is required to either pay the annual membership fee if eligible to be a Member, or purchase a WV non-resident card if eligible.

Section C - The amount of dues for each Member is to be determined (and changed as needed) on the recommendation of the Board) and approved by a majority vote of the Members voting. The vote may be taken online.

Section D - Disciplinary action may be taken by the Board against any Member or guest in accordance with the Discipline Policy in the Policies and Procedures adopted by the Board.

Article III: Officers and Board

Section A - Officers are the President, Vice President, Secretary, and Treasurer. An outgoing President serves in an advisory capacity to the Board (with no voting rights unless a tie needs to be broken) for the two years after his/her two-year term expires (unless he/she is re-elected to the position for another two-year term). Officers are to be elected by a majority vote of the Club's membership, which vote may be taken online during the first two (2) weeks of December. This election is to be considered the last meeting of the year. The officers and outgoing Presidents serve without compensation.

The Board consists of the elected officers and the outgoing Presidents in an advisory capacity, as described above. The Board has overall governing authority of the Club consistent with the provisions of these bylaws and may appoint committees and adopt Club policies, procedures, rules and regulations as needed to carry out the purposes and objectives of the Club. The Board may be assisted by the chairpersons of the committees to carry out the Club functions and purpose.

Section B - The Board appoints committee chairs for the Tournament, Membership, Publicity, Social Activities, and Training/Clinics Committees, and other committees as the Board determines are needed.

Section C - The President is to select a Nomination Committee in the fall of each year (around October, or at least 4-6 weeks prior to the scheduled election of officers' positions), consisting of 2-4 Members. The President may delegate the selection of this committee to others, if so desired. This committee solicits people who are interested in running for the officers' positions that will be vacant in the upcoming year. Only resident Members are eligible to hold office.

Section D - 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 the role. The four officer positions are to be elected and staggered over a 2 year period. Therefore elections for the President and Treasurer are to be held during even numbered years, and they begin their 2 year service during odd numbered years. Alternately, elections for Vice President and Secretary are to be held during odd numbered years, and they begin their 2 year service during even numbered years. So during any year, two positions are in the 1st half of their term while the other two positions are in the 2nd half of their term.

As a transition from the schedule in the previous bylaws to the new bylaws, the Vice President serving in 2016 will serve an additional year, and the Treasurer serving in 2016 will serve only one year.

Section E - Duties of each elected officer:

1. **President** - Preside over all Club meetings and carry out the direction and policies established by the Board or approved by the membership; act as the only liaison between the Club and WV Association and its employees. In the absence of the President and Vice President, the President is to delegate this liaison duty to a permanent resident Board Member or permanent resident Member. In the event of a vacancy on the Board, the President may appoint, with Board approval, an interim officer until official elections are held.
2. **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; coordinate committee chairpersons by keeping them informed of their duties; and perform other duties and responsibilities as assigned by the President, e.g., buy balls as needed for Club play; keep updated hours of Club play posted at courtside and at the Ramada bulletin board; and buy balls and paddles for purposes of sale to Members. However, these duties may be delegated to permanent resident Members.
3. **Secretary** - Take and maintain the minutes of all Board and Club meetings; furnish all reports requested by the WV Association; submit to WV As the names and contact info for the officers as required by WVA Club Bylaws; send out email blasts to all members regarding Club activities as the Secretary deems necessary; maintain the court reservation book currently located in the WV Association office in the Vistas Recreation Center; and perform other duties as assigned by the President.
4. **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, but obtain Board approval for all expenses in excess of \$1000; 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, including annual tax returns; 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 Usage

Section A - The courts are available for use by any Member 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 change according to the season, and are to be updated and posted by the Vice President or the Vice President's delegate. Members have priority for use of the courts during the times designated for Club Play.

Article V: Meetings

Section A - An annual meeting is to be held during the fall (Oct, Nov, or Dec) of each calendar year prior to the election of officers. Additional meetings may be called by the President, the Board, or by written request submitted to the Board and signed by 20% of the Members. Notice of all Member meetings is to be provided in writing or by email to all Members at least one week prior to the meeting and posted on the Ramada bulletin board unless exigent circumstances prevent the notice.

Section B - The President or President's designee is to preside over all Member meetings. All Members have the right to vote on all matters brought before the general membership. The quorum for all Member meetings is twenty (20) percent of the Club membership. Once a quorum is established, a majority vote of the Members at the meeting controls on all matters on which a vote is taken, unless otherwise provided in these bylaws. Three (3) officers of the Club constitute a quorum for all meetings of the Board, and Board meetings may be conducted by conference call.

Section C—All meetings are to be conducted in accordance with these Bylaws and, in event a parliamentary procedure is not included in these bylaws, in accordance with the latest edition of Roberts Rules of Order.

Article VI: Financial

Section A - Financial records are to be retained for a period of seven (7) years (prior to the current year). All Club bank accounts are to be in the name of the Club and have a federal ID number issued to the Club.

Section B - The Treasurer is authorized to disburse funds in support of Club activities and may disburse funds up to \$1000 without Board approval. A receipt is required for all expenditures and disbursements. All expenses in excess of \$1000 require Board approval.

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

Article VII: Committees

Section A - Committees and chairs are to be appointed by the Board.

Section B - Permanent committees and their duties include the following:

1. **Tournament** - The Tournament Committee plans, organizes, promotes and runs a minimum of four (4) tournaments during October-May each year. The type of tournament is left to the discretion of the Tournament Committee.
2. **Membership** - The Membership Committee keeps an accurate roster of Club Members; provides information to new Club Members, including the new member application and waiver forms; collects the membership dues and transmits dues to the Treasurer; coordinates the Paddles Pals program (a mentorship program pairing current and new members); and coordinates other membership activities as needed and as assigned by the President or the Board.
3. **Social Activities** - The Social Activities Committee plans and implements a minimum of 4 events (parties!!) during October-May each year. These include after-tournament parties, social get-togethers, holiday gatherings, or miscellaneous parties. The committee coordinates other activities assigned by the President or the Board.
4. **Training/Clinics** - The Training/Clinics Committee organizes and implements training sessions or clinics with instructors for new Members and curious spectators. The committee may also organize and implement clinics for players other than new Members, as needed, and implements other training activities assigned by the President or the Board.
5. **Publicity**—The Publicity Committee writes a monthly article for the Lifestyles Magazine; occasionally prepares a longer article of a special event that may include pictures; creates a monthly newsletter to be e-mailed to Club Members; maintains the Ramada bulletin board; oversees the website for the Club; and performs other duties as assigned by the President or Board.

Article VIII: Amendments

Section A - Any Member in good standing may propose an amendment to these bylaws, submitted in accordance with the procedures in policies and procedures adopted by the Board.

Section B - If the Board determines that the proposed amendment has been submitted in accordance with the policies and procedures, notice of proposed amendments are to be provided to the membership via email and posted in the Ramada bulletin board. At a minimum, a notice of a proposed amendment is to include the current bylaw, the proposed amendment, the bylaw as it will read if the amendment is adopted, the name of the proposer(s), and the rationale for the proposed amendment. All amendments must be approved by a vote of three fourths (3/4) of the Members in an online vote. Once approved, notification of the amendment is to be given to the WVA.

Article IX: Rules of Play

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

Article X: Annual Submission of Bylaws to WV Association

Section A - These bylaws are to be submitted annually to the WVA as required by the WVA.