

VIEWPOINT PICKLEBALL CLUB - BYLAWS

The club is known as the Viewpoint Pickleball Club and is recognized as such by Viewpoint RV & Golf Resort management. The club will be operated as a non-profit unincorporated organization.

Article I - OBJECTIVES

- To administer the use of the Pickleball courts and equipment
- To make rules and regulations for optimal use
- To promote the sport of Pickleball and ensure the game is played according to the United States of America Pickleball Association (USAPA) rules
- To become self-supporting in accordance with Viewpoint's objective for all clubs within the resort

Article II - AMENDMENTS

- Members in good standing can submit a proposal for an amendment to the By-Laws
- Proposed changes need to be submitted in writing with a signed name and phone number to the board with a statement giving reasons for the proposed amendment
- All those submitting proposed changes will be contacted to review their recommendations with the board
- The board must approve the proposed amendment prior to presenting it to the membership.
- Before presenting any approved amendment to the membership it must be posted on the Pickleball board and Website 30 days in advance. Majority vote adopts or changes the by-laws. Amendments will be approved at the AGM

Article III – MEMBERSHIP

- A member is defined as a member who has paid the annual membership fee
- Any Viewpoint resident or temporary guest of a resident playing Pickleball or supporting the Pickleball program may become a member
- Membership fee will be determined and collected by the board
- You must be a member of the Pickleball club and have paid current year annual dues to vote
- Non-members can play on the Pickleball courts at assigned non-member open court times and must furnish their own equipment
- Social events planned by the club using club funds may not include non-members

Article IV – ELECTIONS

- Officers of the Pickleball Club will be elected according to the following procedure:
- A Nominating Committee will be appointed by the Board. Duties include seek members to serve in the vacating position(s). Present the slate to the Board in the February Board Meeting. Develop and distribute the ballots at the March AGM
- All positions that will be vacant will be posted 3 weeks prior to the election on the bulletin board and the website
- Any member in good standing is eligible to put their name forward as a potential board member on the posted form
- Names of nominees will be posted 14 days before Election Day on the club's bulletin board and website
- Election Day will occur at the Pickleball Annual General Meeting. The date will be determined by the Board
- Nominations from the floor will be taken on Election Day and occur before the voting takes place
- Members will receive a ballot, if necessary, at registration and ballots will be placed in a sealed container if ballots are used.
- Ballots will be counted by the Nominating Committee and reported to the members in attendance at the March AGM
- Successful nominees will be those with the highest number of votes
- Retiring board members can be eligible for an additional two-year term
- Board members will serve 2 year terms, with the option and eligibility for additional three (3) terms, for a total of four (4) 2year terms, a potential of a total of 8 years on the Board.

Article V – Vacancies of Board Members

- If a Board Member leaves the Board, the President shall appoint a member to fill the position as soon as possible and must be approved by the majority of the remaining Board members.

Article VI – Member Conduct - Disciplinary Action(s)

- All members and non-members are expected to conduct themselves on and off the courts in a harmoniously manner not threatening to themselves or others on and off the courts. Upon learning of a member's misconduct, the Board will hold a non-scheduled meeting to determine the course of action. Disciplinary action may be taken under any of the following, but not limited to:

- 1) Verbal abuse and/or foul language, specifically directed at another player(s))
 - 2) Member creates turmoil or dissension among other members
 - 3) Member deliberately disregards safety rules
- Disciplinary action can include:
 - 1) First offense: a written warning from the Board
 - 2) Second offense: short term suspension or termination from the Pickleball Club

Article VII – Pickleball Club Board Members

- The officers of the club are President, Vice President/Administrator, Secretary, Treasurer
- All Board Members are voting members
- Each board member is elected to a specific position.
- Board members will serve 2 year terms, with the option and eligibility for additional three (3) terms, for a total of four (4) 2year terms, a potential of a total of 8 years on the Board.
- Committee heads will be appointed as needed by the Board
- Committee heads will select their members from Pickleball club membership
- The Board will meet periodically as scheduled by the President and scheduled as needed to conduct the business of the club
- In order to conduct business and/or make changes/decisions, a majority vote of Board members is required to constitute a quorum.
- A vacancy created for whatever reason will be appointed by the President with approval of the Board.
- President, Vice President and Treasurer are authorized to sign checks approved by the Board
- The Board should maintain archives of club actions and activities for future Board members. If possible, use Microsoft Word/Excel for all backup and archives
- All Board Members shall prepare a yearly budget for expenses, obtain approval from Board and submit to the Treasurer
- Purchases over \$50 must be approved by a quorum of the Board

Article VIII - Duties of Board Members

President / Chief Administrator shall:

- Preside over the Board Meetings, AGM and the Welcome Back
- Responsible to ensure all reports are prepared and delivered to all Board members in a timely manner.
- Ensure all agenda items are addressed and resolved

- Review and address all suggestion box questions and concerns
- Meet with Viewpoint Management on an annual basis or as needed
- Coordinate with the Treasurer to review and propose amendments to the By-laws to the Board annually

Vice President/Administrator shall:

- Be responsible for managing activity and keeping all information current and correct on Sign-up Genius.
- Create and maintain email list of current members as well as forward names to name tag supplier
- Work closely with Treasurer
- Work closely with Website chair to ensure all information is updated and current
- Work closely with Round Robin and Tournament coordinators to establish court schedules
- Maintain current copy of phone directory and USAPA Book in the shed
- Respond to all emails sent to viewpointpickleballclub@gmail.com within 48 hours
- Assume the role of President if the current President cannot continue in his/her role
- Coordinate the distribution of name tags

Treasurer shall:

- Coordinate with all Board Members to establish budgets
- Pay, record (on Excel spreadsheet) and file all invoices
- Record on Excel spreadsheet all income
- Prepare and present a financial report at all Board meetings, general meetings and AGM
- Coordinate with the President a review of By-laws annually and present to the Board suggested changes

Secretary shall:

- Request agenda items for board meetings, general meetings and AGM
- Record, distribute and file all meeting minutes
- Create all flyers, posters, signs and schedules as needed
- Keep all communication material current and available for all members
- Provide information and/or invoice to Treasurer for the domain & website yearly fee