

WALNUT CREEK PICKLEBALL CLUB

BY-LAWS

Ratified May 1, 2019

ARTICLE I - ORGANIZATION

The name of the organization shall be the Walnut Creek Pickleball Club.

Section 1: Purpose

The Walnut Creek Pickleball Club was organized for the purpose of encouraging interest in the fun, healthy, recreational sport of pickleball. The Club will strive to bring together persons interested in the sport of pickleball and to provide basic instruction to those who are new to the game. The Club will strive to promote good sportsmanship, fellowship and to provide a fun and enjoyable experience for all members of the Club while participating in the sport of pickleball.

ARTICLE II - MEMBERSHIP

Section 1: Membership

The membership of the Club shall consist of anyone who has made 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 Board of Directors approval.

Section 2: Honorary Membership

The Board of Directors may confer an "Honorary Membership" to anyone determined to be a "friend of the Club". "Honorary membership" shall not include the privilege of voting. "Honorary membership" shall be for a one year period and may be renewed as the Board determines warranted.

Section 3: Lifetime Membership

The Board of Directors may confer a "Lifetime Membership" to anyone that is a long time founding member, as determined by the board. A "Lifetime Membership" shall have voting rights and deferred annual dues

Section 4: Dues

Annual dues in an amount set by the Board of Directors and approved by the membership shall be due and payable as of January 1 of each year. Assessments, as approved by the membership, shall be considered part of the annual dues. Failure to pay the annual dues shall result in the termination of membership. A member's dues shall be considered to be in arrears and their membership suspended if payment is not received by February 28 of the dues year.

Section 5: Conditions of Membership

All members shall follow the Code of Conduct of the USAPA and the rules governing membership in the Walnut Creek Pickleball Club. All Club members act as representatives of the Walnut Creek Pickleball Club both on and off the courts. Violations of the Code of Conduct and/or the rules governing membership shall be subject to disciplinary action and possible termination of membership in the Walnut Creek Pickleball Club.

Section 6: Membership Disciplinary Action

All complaints must be in writing and sent to the Board of Directors for further investigation.

First Offense: Verbal Warning

Second Offense: Formal Letter stating specific complaints from the Board of Directors

Third Offense: Termination of membership and expulsion from the Walnut Creek Pickleball Club for conduct unbecoming a member or acts in conflict with the purpose of the Walnut Creek Pickleball Club will be affirmed by a two thirds vote of the Board of Directors.

Section 7: Fiscal Year

The fiscal year shall be January 1 through December 31.

ARTICLE III - OFFICERS

The officers of the Walnut Creek Pickleball Club shall be known as the Board of Directors. The Board shall consist of a minimum of two (2) and a maximum of ten (10) directors: President, Vice President, Treasurer, Secretary, Public Relations, Social Director, Venue Director, Ratings Director, and Membership Director.

TERM OF OFFICE:

All Board members shall serve one year terms. Terms of office shall be from January 1 through and including December 31. There shall be no limit as to the number of consecutive terms a Board member may serve. Board positions may be added or eliminated as deemed necessary by action of a two-thirds vote of the Board. The duties of the Officers are as follows:

President:

The President shall preside at all meetings of the Club. The President shall, with the advice and consent of the Board members, determine the dates, location, times and agendas for all Board and Membership meetings. The President shall make sure that the By-Laws and other rules and regulations adopted by the membership are enforced.

Vice president:

The Vice-President shall assist the President in the performance of his/her duties and shall fill in for the President when absent due to illness or incapacity. The Vice-President shall perform other duties as assigned by the President.

Treasurer:

The Treasurer shall receive and disburse all Club funds under the direction of the Board and shall provide detailed financial reports at each Board meeting and at all Membership meetings. The Treasurer shall administer all bank accounts, certificates of deposit, and any other financial dealings of the Club. The Treasurer shall prepare a yearly proposed budget to be approved by the Board.

Secretary:

The Secretary shall keep the minutes of all Board and Membership meetings maintain the official records of historical documents and prepare Club correspondence as needed. The Secretary shall in consultation with the President, issue notices of meetings and events.

Public Relations:

The Public Relations Director, with the advice and consent of the Board members, works with city commissioners and recreation department staff. Responsibilities include writing articles for publication to enlighten the public about pickleball and the Walnut Creek Pickleball Club and other duties as assigned by the President.

Social Director:

The Social Director, with the advice and consent of the Board members, shall coordinate Club social functions such as picnics, pot lucks etc. and is responsible to create and manage special events such as fundraising and other duties as assigned by the President. The Social Director may recruit assistants to help manage social functions. Such assistants will be subject to approval by the Board.

Venue Director:

The Venue Director shall be responsible for upkeep and maintenance of Club assets such as portable nets, balls and first aid supplies. The Venue Director may recruit assistants to help manage the various Club venues. Such assistants will be subject to approval by the Board.

Ratings Director:

If a Ratings Director is appointed by the Board of Directors, the most current ratings guidelines from the USAPA will be used. They shall seek assistance from an experienced USAPA Tournament Rated player, a USAPA Ambassador or an IPTPA Rating Specialist. (2019)

Tournament Director:

The Tournament Director shall hold a club tournament annually with the help of a committee. The Tournament Director shall manage intra club leagues, finding captains, scheduling play with other pickleball clubs at both home and away locations. The Tournament Director shall help run Paddle Battle days and/or other fun play days.

Membership Director:

The Membership Director shall be the Club contact for potential new members, provide information on the Club and how it functions as well as informing potential new members of the process to become a Club member. The Membership Director shall provide membership application forms to potential new members and shall forward the completed application forms and membership fees, to the Club Treasurer. The Membership Director may recruit assistants subject to approval by the Board.

Section 1: Board of Directors Role

The Board of Directors is responsible for management of the Club. This shall include implementing policy and determination of appropriate rules for the benefit of the Club and its members.

Section 2: Vacancies

When a vacancy for a Board of Director position occurs mid-term, the position shall be filled for the remainder of the term by action of a 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 3: Resignation

Resignations shall be in writing, and be submitted directly to the President. The resignation of any Board member shall be immediately communicated to all remaining Board members.

Section 4: Removal from Board

A Board member may be removed from office, for just cause, by an affirmative two-thirds vote of the remaining Board members.

Section 5: Meetings

The Board shall meet at times and places as deemed necessary by the President. The Board will meet at least two times per year with the membership to report on activities, finances, and other matters of interest to members. One of these meetings will be considered the annual meeting and shall be at least thirty (30) days prior to the end of the fiscal year. More meetings may be held as deemed necessary by a majority of the Board. The dates, times and locations for these meetings shall be determined by the President, with the advice and consent of the Board.

Section 6: Special meetings

Special meetings may be called for by the President, one third of the Board of Directors, or by petition by 20% of the membership. The President, or presiding officer in the absence of the President, shall send out a notice of the meeting containing the date, time, proposed agenda, and location of the Special meeting. Such notice shall conform to the requirements for notice of meetings set forth in these By-Laws. All meetings will be conducted in accordance with Roberts Rules of Order, Revised.

Section 7: Meetings notice

Notice of all meetings will be given at least two weeks in advance and shall include the date, time, and location for the meeting along with the proposed agenda. It is not required that honorary members be notified of meetings. Email is deemed to be acceptable for the purpose of providing the notice of meetings required in this section. If a Board member or regular member does not have email then that Board member or regular member shall be notified in writing by regular mail postmarked at least two weeks in advance of the meeting. The Club will make a good faith effort to maintain an up-to-date database of home and email addresses along with telephone numbers for all members. Member's personal information shall be kept confidential and shared only with members of the Walnut Creek Pickleball Club. Member's personal information shall not be used by any person for commercial, political purposes, or to promote any personal causes not related to pickleball and the Walnut Creek Pickleball Club.

ARTICLE IV - ELECTIONS:

Members who have paid their dues shall have full voting privileges in all elections. Members who have not paid the current years dues are not eligible to vote until such time as the dues are paid. Election to the Board of Directors will be an item of business at the annual membership meeting. All elected positions shall be filled by a majority vote of the membership attending that meeting and those submitting proxy ballots. If there is more than one candidate for a position, the election shall be by voice vote, standing vote, or by secret ballot as determined by the Election Chairman, who is appointed by the Board.

Section 1: Nominating Committee

By July of each year a Nominating Committee shall be appointed by the President, with the advice and consent of the Board members. The Nominating Committee shall be composed of three members (excluding current Board members) for the purpose of selecting and nominating candidates for all elected positions.

Any member seeking election, but not nominated by the Nominating Committee, must submit a petition to the Secretary at least seven (7) days prior to the annual membership meeting and such petition must have valid signatures of at least 20% of the total membership of the Club, not including honorary members. That member shall then be considered for election.

ARTICLE V - COMMITTEES

The Board of Directors may create committees, as needed, to assist with coordinating the activities of the club. Examples of possible committees are Executive Committee, Fundraising, Tournaments, Policies, Newsletter, and Community Liaison. Committee members will be appointed by the President with the advice and consent of the Board of Directors

Section 1: Quorum

A quorum for any committee, including the Board of Directors, shall be 51% of the members of that committee. In the event there is no quorum, any committee may meet but cannot conduct any business that requires a vote.

ARTICLE VI - BY-LAWS AMENDMENTS

Section 1:

These By-Laws may be amended at any time by a two-thirds vote of the Membership attending that meeting or submitting a proxy.

Procedure:

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

Approved by the Board of Directors on 3/15/2019
Ratified by the membership on 5/11/19