

WALNUT CREEK PICKLEBALL CLUB BY-LAWS

Ratified November 8, 2024

Effective January 1, 2025

ARTICLE I – ORGANIZATION

The name of the organization shall be the Walnut Creek Pickleball Club (“WCPC”) and referred to as “the Club”.

SECTION 1: Mission Statement

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 the01 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.

The Club is formed as a tax-exempt social and recreational club under Internal Revenue Service section 501(c)(7).

The Club will provide an authoritative body to govern and conduct club services.

Membership fees may be expended for the purchase of equipment, events, court enhancements, and other expenses to facilitate the Club’s Mission statement.

ARTICLE II – MEMBERSHIP

SECTION 1: Membership

The membership of the Club shall consist of anyone who has made an application to join 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 for the current year, 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 long term contributor to the success of the club. “Honorary membership” shall be for a period of one year period and can be renewed annually by the Board. An “Honorary Membership” is not required to pay annual dues.

SECTION 3: 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 March 31st of the dues year.

SECTION 4: Conditions of Membership

All members shall follow the Code of Conduct of the USAPA and the rules governing membership in the WCPC. All Club members act as representatives of the-WCPC 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 WCPC.

SECTION 5: Membership Disciplinary Action

All complaints must be in writing and sent to the Board of Directors for further review and 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 WCPC for conduct unbecoming a member or acts in conflict with the purpose of the WCPC will be affirmed by a two thirds vote of the Board of Directors.

SECTION 6: Fiscal Year

The fiscal year shall be January 1 through December 31.

ARTICLE III – OFFICERS

The officers of the WCPC shall serve as the Board of Directors. The Board shall consist of a minimum of two (2) and a maximum of thirteen (13) directors: President, Vice President, Treasurer, Secretary, Community Relations, Social Director, Fundraising Director, IT Director, Venue Director, Tournament Director, and Membership Director. In their roles, the various board members reporting responsible is to the President.

There is also an Executive Board which will consists of only the President, Vice President, Treasurer and Secretary. The vote of the President will also be used to break tie votes.

Term of Office:

All Board members shall serve one year terms. Terms of office shall be from January 1 through and including December 31. A board member is limited to four terms in any particular board position. Board positions may be added or eliminated as deemed necessary by actions of a two-thirds vote of the Executive 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. 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 is responsible for facilitating and recording Board of Directors and annual membership meetings by preparing agendas, minutes, action items, presentations, elections and correspondences. They must ensure the proper handling of sensitive and confidential information, keep written documentation and records secure and readily available, and exercise diplomacy in all facets of the job. In addition, the Secretary performs ad hoc duties such as conducting interviews, meeting with clients, site visits etc. This person is also responsible for authoring and or editing the club's quarterly newsletter.

Community Relations Director:

The Community Relations Director with the advice and consent of the Board members, engages with city staff and officials, with other community organizations, and with the broader community to promote and expand access to pickleball. Responsibilities include engaging diverse audiences, outreach and support to new and developing players, and communicating to stakeholders to promote the sport of pickleball and raise the profile of WCPC.

Fundraising Director:

The Fundraising Director will be responsible for planning and leading efforts to raise funds for the operation of the WCPC separate from club dues handled by the Treasurer. The Fundraising Director will develop and seek Board approval for fundraising events.

I.T. Director:

The I.T. Director will be responsible for managing and maintaining the WCPC website and Facebook group page.

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 the Club assets such as balls, court drying equipment and first aid supplies. Maintenance would include blowing off courts of dust and debris as needed. Venue director would also coordinate Annual Cleanup Day sponsored by the City of Walnut Creek as deemed necessary. The Venue Director may recruit assistants to help manage the various Club venues. Such assistants will be subject to approval by the Board.

Tournament Director:

The Tournament Director shall manage one fundraising tournament for the club and one membership-only tournament per year. The tournament director may organize and execute additional intra and extra-club events and leagues on behalf of the club with consent of the board. The tournament director shall appoint an ad hoc committee per event no less than 90 days prior to the event date to assist in all aspects of management and execution.

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 membership fees to the Club Treasurer. Responsibilities also include maintaining an accurate member roster (including emergency contacts), hardcopies of original membership forms and presenting a membership report to the Board as requested.

ARTICLE IV – BOARD OF DIRECTORS

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.

Decisions of the Board require a 51% or greater affirmative vote by a quorum of Board members. In the case of tie votes, the President will cast the deciding vote.

Section 2: Vacancies

When a vacancy for a Board of Director position occurs, 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 meeting 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, 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 Robert 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 agenda. Email is deemed to be acceptable for the purpose of providing the notice of meeting required in this section. 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.

Section 8: Privacy of Members

Member's personal information shall be kept confidential and shared only with members of the WCPC. Member's personal information shall not be used by any person for commercial, political purpose, or to promote any personal cause not related to pickleball and the WCPC.

ARTICLE IV – ELECTIONS

Members who have paid their dues shall have full voting privileges in all elections. Members who have not paid the current year's dues are not eligible to vote until such time as the dues are paid. Election to the Executive Board will be an item of business at the annual membership meeting. All elected Executive Board positions shall be filled by a majority vote of the membership attending that meeting and those submitting proxy ballots. The election shall be by voice vote, standing vote, or by secret ballot as determined by the Secretary.

Section 1: Nomination to Executive Board Positions

An email will be sent to the membership soliciting candidates for open Executive Board positions. Based on the membership response, the Secretary will prepare a list of candidates to be presented to the Board by the October Board Meeting.

ARTICLE V – COMMITTEES

The Executive Board 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 Executive Board.

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. The By-Laws, once approved will become effective on January 2, 2025.

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. 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 communication to all members by email or by regular mail if the member does not have an email account.

These bylaws were:

- Approved by the Walnut Creek Pickleball Board of Directors on October 17, 2024
- Ratified by the Walnut Creek Pickleball Club on November 8, 2024
- Effective on January 1, 2025