

# Brunswick Forest Pickleball Club Bylaws

Enacted October 5, 2013

Amended – May 21, 2018

## Article I – Name

The name of this organization shall be the Brunswick Forest Pickleball Club (BFPC).

## Article II – Purpose

The BFPC is a social organization formed to promote the growth and enjoyment of Pickleball for the residents of Brunswick Forest

## Article III – Membership

**Section 1:** All residents or property owners of Brunswick Forest are eligible to become members.

**Section 2:** Members shall abide by the BFPC's Bylaws, Policies and Procedures and will have the opportunity to actively support and participate in BFPC functions.

**Section 3:** Annual dues may be established by the Board of Directors for each calendar year and must be paid to participate as a full member of the BFPC. However no dues will be established without a vote of the membership. The initial establishment of dues will stem from a ye or nay vote at a Special Election with the majority vote of members participating in-person or by e-mail being final.

Subsequently, dues may only be raised upon approval by a majority vote of the members participating in a vote on the matter at the annual meeting.

**Section 4:** Membership in the BFPC shall be terminated by voluntary withdrawal or by nonpayment of dues within 60 days of the due date.

**Section 5:** Violation of the provisions of these Bylaws, or violation of Policies and Procedures promulgated by the BFPC may result in involuntary termination of membership. The Board of Directors will establish the necessary policies and procedures to effect this provision.

## Article IV – Board of Directors

**Section 1:** The Board of Directors (Board) shall be elected from among the membership by the membership at the annual meeting except that the initial Board shall be elected on a date to be established and shall serve for the remainder of one calendar year plus one full calendar year.

The term of the Board shall be one (1) year, except that the Vice-President shall automatically become the President following the completion of one (1) year as Vice-President. Except for the

President, there is no limit on the number of terms served, and the President may be re-elected to the Board in another capacity.

**Section 2:** The Board shall consist of seven (7) members and include the following positions: President, Vice-President, Secretary, Treasurer, Director of Communications, Director of Programming, and Director of Competition. Within two (2) weeks of being elected the Board shall meet and make the determination as to the roles each of its members will assume. Once that decision has been made, notice will be provided to the full membership.

**Section 3:** The Board shall have the overall governing authority, consistent with the BFPC Bylaws and shall appoint any Committees deemed necessary to carry out the functions and objectives of the Board. The proposed activities of each Committee shall be presented to the Board for review and approval prior to implementation.

**Section 4:** A vacancy on the Board may be filled by an appointment by the President for the remainder of the term. However, the Vice-President shall assume the Presidency should a vacancy occurs in that office.

## Article V – Duties of Officers

### President:

- Shall assume club leadership, preside at all monthly meetings call special meetings as needed, and assure that the duties of all elected officers are fulfilled • Will be the spokesperson for the BFPC.
- Shall be responsible for developing and promulgating Policies and Procedures for the BFPC activities that have been approved by the Board

All adopted Policies and Procedures will be distributed to the full membership or posted on an approved website that can be accessed by all BFPC members.

### Vice-President:

- Shall assume the duties of the President in his/her absence and generally assist the President in all functions as necessary or assigned by the President
- Shall serve as the chair of the BFPC social committee and be responsible for the organization of BFPC social events and may establish and appoint additional ad hoc committees as necessary.

### Treasurer:

- Shall collect dues and fees and disburse all funds as approved by the Board
- Develop a budget for the BFPC to be approved by the Board
- Provide an oral and written financial report at each scheduled monthly Board meeting

- Provide a written financial report at the annual membership meeting
- Make the approved budget available to any member upon request

**Secretary:**

- Shall take minutes of all BFPC meetings
- Shall distribute copies as soon as possible to the Board for review and approval at the next scheduled meeting, and upon approval assure that the minutes are available to the membership either by posting on an approved web site or distribution via e-mail o Minutes taken at Special or Emergency meetings called for the purpose of the Board's discussion of personal matters that may be closed to the general membership shall be retained in a confidential manner, separate from all other minutes.
- Shall maintain the historical records of the BFPC

**Director of Communication:**

- Shall establish procedures to formalize membership in the BFPC
- Shall maintain a list of all members including contact information that, with the permission of the member, shall be made available to the full membership.
- Shall be responsible for providing timely, targeted communication to the membership and the consistent posting of club news
  - This position shall be responsible for identifying and recommending to the Board effective means to accomplish this task and, if warranted, for inclusion as a budget line item.
- Shall maintain a calendar of "drop-in" play available to players of all skill levels (-from programming)
- Shall maintain internet and media communications including websites and/or any social media.
- Shall chair the Communication Standing Committee, as needed, organized to assist the Director and may establish and appoint additional ad hoc committees as necessary.

**Director of Competition:**

- Shall assure that skill-building, training opportunities are available commensurate with the varied skill levels of the membership
- Shall establish introductory lessons for beginning players of BFPC

- Shall, at least annually, utilize International Federation of Pickleball (IFP)/USA Pickleball Association (USAPA)/International Federation of Pickleball Training Association (IFPTA) guidelines to evaluate the play of BFPC designate each member at an IFP/USAPA/IFPTA performance skill level.
- Shall maintain a readily available list of the membership and their assessed skill level.
- Shall accommodate requests for reassessment and promulgate appeal procedures for members who believe they have been inappropriately placed within a skill level.
- Shall chair the Competition Standing Committee organized to assist the Director and may establish and appoint additional ad hoc committees as necessary

**Director of Programming:**

- Shall assure that all play by the BFPC is in accordance with the rules of Pickleball as established by the USA Pickleball Association (USAPA), and shall educate the membership about those rules
- Shall utilize the skill level assessment of the Director of Training and Evaluation to develop a schedule of play that affords ample opportunity for those of similar skills to play against one another.
  - In general, a schedule shall be developed offering open play at 5 levels: up to 2.0, 2.5, 3.0, 3.5, and 4.0 and above. For this schedule the Board shall produce a policy stipulating that play is limited to those members having the corresponding skill-level assessment.
- Shall solicit membership interest in developing competitive program play or holding a tournament in Brunswick Forest and offer such play if there is sufficient interest
- Shall seek to establish a committee develop and maintain an interest in “interclub” competition among pickleball clubs within the “local” area and work with a counterpart within those local clubs to make such competition available for BFPC participation
- Shall regularly provide the membership with information on competitions being held outside of Brunswick Forest.
- Shall chair the Programming Standing Committee organized to assist the Director and may establish and appoint additional ad hoc committees as necessary

**Article VI - Meetings**

**Section 1:** The Board shall meet on a monthly basis and for Special or Emergency meetings called by the President. A majority of the Board must be in attendance to constitute a quorum for voting purposes. Notice of meetings with an agenda will be made available to all BFPC members

at least one week prior to regular monthly meetings and with as much time as possible before all Special or Emergency meetings.

The Board shall establish procedures under which electronic or telephonic participation may be appropriate and/or allowed in lieu of a Board member being physically present.

Section 2: BFPC members may attend all meetings, except as noted below, for the purpose of understanding the actions that the Board is taking on behalf of the members and for the members to present to the Board any items of concern that may help improve the operation of the BFPC for all members.

BFPC members may not attend any Emergency or Special meetings that pertain to the Board's discussion of personal matters regarding any member of the BFPC.

**Section 3:** An annual, general membership meeting shall be held for the primary purpose of electing officers. The meeting shall be held during the first two weeks of November with the date, location and time to be announced by the President at least four weeks prior to the actual meeting.

## Article VII– Election Procedures

**Section 1:** A Nominating Committee of at least three and no more than five BFPC members who are not Board members shall be appointed by the Board at least sixty days prior to the annual, general membership meeting. This committee will be charged with soliciting, receiving and then announcing all the nominations for each office no later than thirty days prior to the annual, general membership meeting. The Board shall assure that the general membership receives notice of the establishment of a Nominating Committee including the names of the committee members and their contact information. The Nominating Committee will also administer the election at the general meeting, tally the votes for each office and present the election results to the President.

Votes will include those present at the annual meeting and those received by e-mail from members in advance of the annual meeting. E-mailed votes must be received by the Nominating Committee Chair no less than 48 hours in advance of the start of the annual meeting.

In order to establish the BFPC an initial Nominating Committee shall consist of 5 volunteers chosen by the Bylaw Committee. The Nominating Committee shall solicit a slate of no less than 6 individuals willing to serve on the Board of Directors. Good faith efforts will be made to assure that all interested parties are aware of the nomination process, potential candidates for office and the date, time and location of the election. The election of the first Board of Directors will proceed in an expedited fashion, and consist exclusively of votes cast by persons present on the date, time and location of the election.

Section 2: All members of the BFPC are eligible for election, and there shall be no minimum number of nominations for any candidate in order for the candidate to be considered for election by the membership.

Section 3: Upon receiving the tally of votes, the President will announce the results of the election at the annual general meeting.

If an office is unfilled, the Board shall appoint a BFPC member to the vacant position.

### **Article VIII – Fiscal Year**

The fiscal year of the BFPC shall start the first day of the calendar year and conclude on the last day of the calendar year.

### **Article IX - Amendments**

**Section 1:** Any member of the BFPC may propose an amendment to these Bylaws. The proposed amendment shall be delivered to the President or Secretary in writing with supporting documentation, as needed.

**Section 2:** Within two months of receipt, the proposed amendment must be voted on by the Board at a regular meeting. If approved, the proposed amendment shall then be presented to the BFPC membership for approval at a Special meeting called for such a purpose.

Notice of said meeting must be distributed to all members at least 30 days in advance specifying the nature of the proposed amendment.

**Section 3:** A two-thirds majority vote of the membership participating in person or by e-mail shall be required to adopt any amendment to the Bylaws.

### **Article X – Reconsideration and Recall**

Section 1: Should any member request an action by the board and have it denied, upon the presentation of a petition signed by two-thirds of the membership, the Board shall be required to hold a Special Meeting within 30 days of the receipt of the petition to reconsider their previous decision.

Should the Board continue to deny action on the member request at the Special meeting and subsequently receive a petition signed by two-thirds of the members requesting additional reconsideration, a Special Election will be held and the vote of the members participating in person will be final. The Special Election vote will be tallied by two members of the Board appointed by the President and two BFPC members who signed the petition appointed by the President.

The results of the Special Election will be communicated to the membership by the President.

Section 2: In the event that there is a perceived need to recall an elected officer a Special Election will be held within 30 days of the receipt of a petition signed by two-thirds of the membership requesting the recall of the elected officer. The results of the vote of members voting in person shall be final.

The President shall appoint an ad hoc committee of 3 non-Board members to conduct and tally the votes of a Special Election related to the recall of an officer. The results of the vote will be communicated to the membership by the President. If an officer was recalled as a result of the vote, the vacancy will be filled as noted in Article IV, Section 4 and VII, Section 3.

### **Article XI – Dissolution**

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code as the Board of Directors shall determine, or to federal, state, or local governments to be used exclusively for public purposes.

Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.