

SISTERS COUNTRY PICKLEBALL CLUB

BYLAWS

Article 1. - PLACE OF BUSINESS

The Sisters Country Pickleball Club (SCPC or “Club”) office is co-located at the Sisters Parks and Recreation District (SPRD), 1750 McKinney Butte Road, Sisters, Oregon, 97759. The Club operates under the SPRD Committee Agreement and is fiscally sponsored by SPRD.

Article 2. - OVERVIEW

2.1 **Purpose.** This club is formed to provide structure and leadership for the Sisters Country Pickleball Club and to promote the sport of pickleball in the greater community. Activities consistent with that purpose include finding indoor and outdoor venues to play, training players as applicable, sponsoring tournaments and other promotional events and doing all other appropriate activities related to the growth of the sport. We are a USAPA club and these activities are done within the guidelines of the USAPA where this consideration is appropriate.

2.2 **Definitions.** Unless otherwise specified, all capitalized terms in these Bylaws shall have the same meaning as such terms in the SCPC Rules, Regulations and Procedures.

Article 3. - Members and Voting

3.1 **Membership.** Membership is open to all Sisters Country and surrounding area individuals. Individuals are considered members when the membership fee is paid. -The Membership Role shall be maintained by the Treasurer.

3.2 **Private Club Affiliation.** SCPC encourages members of all neighborhood clubs to be members of SCPC to create a broad and significant voice for pickleball in the Sisters Country.

3.3 **Annual Meeting.** The president shall call the first annual meeting within one year of the SCPC formation. Membership meetings shall be held not less than once annually, the time and place of such meetings to be determined by the SCPC committee. The President will preside at all such meetings.

3.4 **Special Meeting.** The president may call a special meeting of the Members. The notice of a special meeting shall include the date, time, location and purpose of the meeting. No business shall be conducted at a special meeting other than the items included in the notice.

3.5 **Voting.** Each member, in good standing, shall have one vote.

3.6 **Proxies.** Written proxies are accepted in officer elections.

3.7 **Quorum.** A quorum is twenty (20) percent of the membership.

Article 4. – ADVISORY COMMITTEE / OFFICERS

4.1 **Advisory Committee.** There shall be a President, Vice President, Secretary, Treasurer and three (3) officers at Large. The Advisory Committee shall have overall governing authority over the Club consistent with the provisions of these bylaws and the Standard Operating Procedures, and shall authorize all committees necessary to carry out the purposes and objectives.

4.2 **Election of Officers.** The four principal officers of the Club shall be elected by a majority vote by those present at the annual meeting. At-large officers will be appointed, one (1) each, from the Black Butte, Sage Meadow and Tollgate community clubs. All officers shall serve without compensation. As other neighborhood pickleball clubs are formed, additional officers may be appointed.

4.3 **Term of Office:** President, Vice President, Secretary, Treasurer, are elected for a 2- year term. At-large officers will be appointed by their neighborhood club for a 1-year term. All members of the Advisory Committee will be limited to two consecutive terms. However, by a 2/3 vote of the membership voting at the time of the election, individuals may succeed themselves for more than two consecutive terms. The Vice President is expected to fill the president

role, following the president's normal term. The Past President remains on the advisory committee for at least one year to provide continuity.

Club Officers, President, Vice President, Secretary, and Treasurer shall be elected at the annual meetings and serve for a term of two years or until a successor is elected.

[Advisory Committee Officers shall be elected at the annual meetings and serve for a term of two (2) years or until a successor is elected.] A policy of staggered terms for committee members shall prevail so that at the close of each annual meeting the terms of only three (3) Officers shall expire. In the event that a vacancy occurs on the Advisory Committee prior to the expiration of an Officer's two-year term, such vacancy shall be filled in accordance with the provisions of Section 4.6 of these Bylaws. In determining the terms to be served by the elected candidates, the three (3) candidates receiving the highest number of votes shall each be designated to serve a two (2) year term. If one or more additional positions are open due to vacancy, such position or positions shall be filled by the candidate or candidates (as the case may be) receiving the next highest number of votes, with the length of term for more than one open position being determined by the number of votes (such that the candidate receiving the highest number of votes shall receive the longest term and so on in descending order until all positions are filled).

An Officer who has been designated and/or elected to serve for the unexpired term of a vacancy shall be eligible to serve two (2) successive two (2) year terms in addition to the initial unexpired term.

4.4 **Nominations.** Any member in good standing is eligible for election to the Advisory Committee and may become a candidate by filing a signed declaration of nomination with the Club not later than sixty (60) days prior to the annual meeting. The declaration of nomination shall be made only on a form provided by the Advisory Committee for that purpose. All declarations shall then be communicated to the members by the Secretary with the notice of the annual meeting.

4.5 **Resignation of an Officer.** The written resignation of an Officer from the Advisory Committee shall be final and irrevocable. Any oral resignation which an Officer shall be unable or unwilling to put in writing, may, nonetheless, be accepted at the discretion of the Advisory Committee and once accepted, becomes irrevocable.

4.6 **Vacancies.** A vacant position on the Advisory Committee shall be filled by the majority vote of the remaining Officers. The Officer so selected shall then serve until the next annual meeting, at which point the vacant position shall be filled by a vote of the members as provided in Section 4.3.

4.7 **Compensation.** An Officer shall not be entitled to receive any compensation attributable to service as a member of the Advisory Committee. An Officer may be reimbursed for any reasonable expense which the Officer incurs on behalf of the Club.

4.8 **Duties and Responsibilities**

President: The President is the chief executive for the Club. He/she shall preside over all Club meetings and be accountable for the administration of club business. The President shall carry out the direction and policies established by the Advisory Committee. The President shall act as principle liaison between the Club and the Sisters Park & Recreation District (SPRD). All committees, including standing committees, and the Chairpersons thereof, shall be appointed by the President with Advisory Committee approval. The President shall ensure that all Club Officers understand the Club Rules, Regulations, and Procedures.

Vice-President: Shall perform all duties of the President in the event of the President's absence or inability to perform and shall perform other such duties and responsibilities as may be assigned, with Executive Board approval, from time to time by the President, and, shall serve as the Club's primary liaison on website communications with the SPRD staff.

Secretary: Shall keep the club records, issue notices of all meetings of the Advisory Committee or General Membership, shall keep minutes thereof, conduct all correspondence relating to the Club's business, and furnish whatever reports to the SCPC or other persons or organizations as may be required.

Treasurer: SPRD administration provides banking and financial systems support for the Club. In the course of business, the Treasurer may receive dues and other funds and is responsible for following the SPRD process to deposit all funds. Similarly, the Treasurer follows the SPRD process for request monies to be paid to vendors or other approved obligations that may be incurred by the Club in the regular course of its business. He/she provide financial reports as may be required at all meetings of the Advisory Committee or General Membership. The Treasurer is responsible for providing project information to the Club officers.

Officers at Large: Shall perform such duties and responsibilities as may be assigned by the President.

Article 5 – Financial

5.1 **Maintenance of Financial Records.** Financial records must be kept for the previous year(s) and the current year, and shall be maintained by the Treasurer and follow the SPRD committee agreement.

5.2 **Expenditures.** Unbudgeted single expenditures not to exceed \$200.00 must be approved by the Advisory Committee in its discretion.

5.3 **Financial Records.** The Club's financial records may be audited, by qualified persons or organizations, at the discretion of the Advisory Committee or Club Members.

5.4 **Annual Budget, Cash, and Inventory of Club Assets.** The Advisory Committee shall prepare an annual budget to be presented to the General Membership at a regularly scheduled membership meeting and submitted to the SPRD. All assets of the Club shall be physically inventoried at least once annually and a written record thereof shall be maintained by the Treasurer.

5.5 **Dues.** The SCPC Advisory Committee shall set dues appropriate to the needs of the club.

Article 6. - AMENDMENTS TO THE BYLAWS.

Any member of the Club in good standing may propose an amendment to these bylaws. The proposed amendment shall be delivered to the President in writing with a statement setting forth the reasons for the proposed amendment. The proposed amendment must be approved by the Advisory Committee at a regular meeting before presenting it to the membership. Prior to a membership meeting, the amendment is to be posted for membership review at least 30 days prior to the membership meeting. The proposed amendment may then be presented to the general membership for approval at a regularly scheduled membership meeting. A two-thirds majority vote of the membership present shall be required to adopt any amendment to the bylaws. No amendment will be considered that conflicts with the SPRD committee agreement.

Article 7. -FISCAL YEAR

The fiscal year of the Club shall begin on July 1st and end June 30th.

Article 8. - DISSOLUTION

This Club may not be dissolved until all of its outstanding debts have been paid; upon dissolution, all assets and all property of the Club shall be surrendered to the Sisters Park and Recreation District.

The Bylaws are adopted on behalf of the Sisters Pickleball Club this _____ day of _____, 2019.

By:

Its:

Revised on August 1, 2022.