



Bylaws

March 3, 2016

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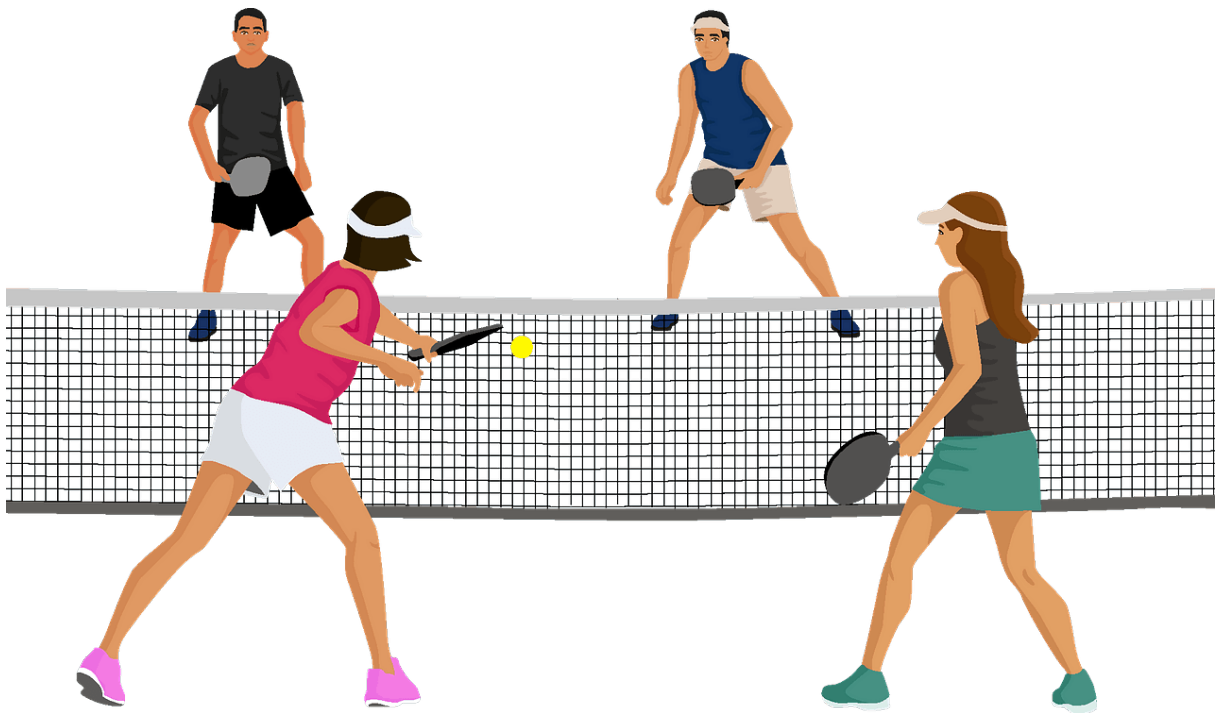


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CANTAMIA PICKLEBALL CLUB BYLAWS

Introduction

Name of the Club: CantaMia Pickleball Club (hereinafter referred to as the Club).

Mission Statement: To promote a fun activity for its members and the residents of CantaMia (CM). In addition, our activities will enhance social interaction and physical wellness.

Purpose: The purpose of the CantaMia Pickleball Club is to foster the opportunity, for as many CM residents as possible, to learn, enjoy and promote the game of pickleball.

ARTICLE I: Membership

- 1.1 **Membership:** Membership is open to any CM resident with an interest in pickleball. A membership shall be defined as a member whose dues have been paid and who has signed the HOA waiver for the membership year. All members shall have the right to vote at general meetings of the Club, to hold office, and to participate in all Club activities. It is hoped that all members will take an active part in committees and activities.
- 1.2 **Members' Obligation:** Members shall have the duty and obligation to conduct themselves in a manner consistent with good taste, good manners, and established conduct of play. Conduct should always be such that it will not reflect poorly on the Club. Misconduct will be addressed by the Executive Board.

ARTICLE II: Dues and Fees

- 2.1 **Dues:** The Executive Board shall determine the annual membership dues. The membership year runs from January 1 to December 31 and are payable to the Treasurer. Dues must be paid and annual HOA waiver signed prior to participation in any Club activity. Any regular member who has not paid their annual dues and signed the annual HOA waiver shall be dropped from the Club's rolls. Delinquent members shall be reinstated upon payment of their dues and signing of the HOA waiver for the membership year. Dues paid at any time during the current year are to be for the full annual amount and they expire at the end of the membership year. Members signing the waiver and paying dues during the last quarter of the year

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(October, November, and December) shall be considered paid in full for the following full membership year.

- 2.2 Fees: Fees for participation in tournaments, clinics and other Club activities shall be determined by the committees in charge of the events, approved by the Executive Board and announced to members in the official notification for each event. Fees must be paid prior to participation in any activity.

ARTICLE III: Meetings of Members

- 3.1 Annual Planning Meetings: The Annual Planning Meetings of the Club are for the purpose of voting on the budget, nominating officers, and discussing activities & focus for the coming year. These shall be held during the last quarter (October-December) of each year at a time and place determined by the President and with at least ten (10) days' written notice to the membership. Notice may be posted on the pickleball website, bulletin board and/or e-mailed to members.
- 3.2 Other Meetings: Other meetings of the membership or the Executive Board may be held upon the call of the President, or upon a petition signed by ten (10) bona fide members and submitted to the Secretary. In the latter instance, such a meeting must be held no sooner than ten (10) days or later than thirty (30) days from the date the petition is submitted to the Secretary.
- 3.3 Quorums: Official business may be conducted at any general meeting for which proper notification has been issued, and when at least fifteen percent (15%) of the members, plus one Executive Board member, are present. An official Executive Board meeting requires a majority of the Executive Board to be present.
- 3.4 Conduct of Meeting: The most recently revised edition of Robert's Rules of Order shall govern the proceedings of the Club in all cases not provided by the Bylaws.
- 3.5 Agenda Items, Discussion and Voting: After completing agenda item steps below, a member sponsored meeting agenda item for discussion/debate can become a motion at the general membership meeting (with declared quorum), for seconding, discussion, and vote. Greater than fifty percent (50%) of member votes present are required to accept the motion. *(New agenda/motions can be introduced as new business at a general meeting without steps 1-4 but require a two-thirds vote for acceptance. Backup documentation, if needed, must be provided at that meeting to all present.)*

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1. Members can propose general meeting agenda items for discussion and/or action/voting by emailing any officer or the CMPC email address.
2. Proposed general meeting agenda items will be discussed with the proposing member at the next Executive Board meeting and move to the general meeting agenda if the member wishes.
3. The minutes of general membership meetings shall be emailed to members and/or posted on the Club website or bulletin board at least five (5) days prior to the general membership meeting.
4. For each general meeting, the Executive Board will make an agenda available to the members at least five (5) days prior to the general meeting.

ARTICLE IV: Duties of the Executive Board Members

The Executive Board consists of the following officers: President, Vice-President, Secretary, Treasurer and Member-at-Large. The Past-President(s) may participate and serve as an advisor to the Executive Board as a non-voting member.

- 4.1: President: The President shall be elected for a one-year term. The President's duties are to preside at all Executive Board and general membership meetings; announce whether a quorum is present at all Executive Board and general membership meetings; enforce the provisions of the bylaws; decide all questions of order; sign all official documents for the Club; serve as the official spokesperson of the Club, serve as the official coordinator with HOA Management; prepare an agenda for each Executive Board and general membership meeting; and perform other duties customarily pertaining to the office of the President.
- 4.2: Vice President: The Vice President shall be elected for a one-year term. The Vice President shall assist the President and perform the duties of the President in absence of the President.
- 4.3: Secretary: The Secretary shall be elected for a one-year term. The Secretary shall keep the minutes of Executive Board and general membership meetings. After approval at the general membership meeting, general membership meeting minutes shall be posted to the club website. The Secretary distributes agendas and other communications to the members of the organization unless otherwise

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directed by the Executive Board; and maintains the historical records of the Club.

- 4.4: Treasurer: The Treasurer shall be elected for a one-year term. Duties are to request that members pay their dues; receive and give receipts for all monies paid to the Club; authorize expenditures on behalf of the Club; maintain financial records in accordance with normal accounting procedures; and submit a proposed annual budget to the Executive Board. The Treasurer shall present the current bank statement and ledger at each meeting for inclusion in Executive Board and general meeting minutes. The Treasurer shall hold the Club's accounts and prepare the required annual reporting to the HOA. Act as Finance Chair.
- 4.5: Member at Large: The Member at Large shall be elected for a one-year term. The Member at Large duties include monitoring court conditions and ball replenishment, equipment inventory, and coordination of equipment maintenance/repair.
- 4.6: Term of Office: Officers' terms are to run from January 1 to December 31. Officers may serve multiple terms if duly elected by the members. All officers at the expiration of their terms of office shall deliver to their duly elected successors all books, records, and other Club property in their keeping.
- 4.7: Vacancies: The Executive Board shall declare vacant the office of any elected officer upon:
- A. The death or resignation of the officer.
 - B. The finding of the Executive Board that such officer has been declared unable to continue as an Officer of the Club.
 - C. The vote of members as provided in 4.9.
- 4.8: Filling Vacancies: An Officer may resign at any time. If a vacancy in any office is caused by resignation, death, expulsion, or other reasons, such vacancy shall be filled for the unexpired term by appointment by the Executive Board. In the case of vacancy in the Office of President, the Executive Board shall advance the Vice President to fill the office of the President, thereby creating a vacancy in the office of Vice President which shall be filled by appointment by the Executive Board.
- 4.9: Removal by Members: After presenting to the Executive Board a petition proposing the recall of an officer(s) and signed by two-thirds (2/3) of the members, the membership may, at a special meeting called expressly for that purpose, remove any or all Executive Board members and declare those offices of the Club to be vacant by a vote of three-fourths (3/4) of those voting with a quorum present.

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The vacancy so created shall be filled by a majority of the votes cast by the members present at the special meeting.

ARTICLE V: Club Funds

- 5.1: Depository: All the Club's funds shall be deposited into the Club's account in a timely fashion after being received.
- 5.2: Withdrawal Authority: Dual authorizations are required on all expenditures \$500 or larger. CMPC bank account signatories include the current Treasurer and one other officer as determined by the Executive Board, with the latter assuming chain of custody if needed. The Treasurer shall forward the monthly bank statement to the secondary bank account signatory. Debit cards may be issued to the Treasurer and other officers as authorized by the Executive Board.
- 5.3: Review of Financial Records: The Executive Board shall arrange for an annual examination of financial records by two qualified members of the Club. Annual Financial Reports shall be filed with the Association's Community Manager. The Treasurer shall reconcile the bank records to the financial records monthly.
- 5.4: Annual Budget: The annual budget shall be distributed to all membership and/or posted on the website at least five (5) days prior and voted on by the membership at an Annual Planning Meeting (October-December).

ARTICLE VI: Committees

- 6.1 Nominating: The Nominating Committee shall be composed of at least three (3) volunteer members. The Nominating Committee shall propose a slate (which may be either single or multiple) consisting of President, Vice President, Member at Large, Secretary and Treasurer. The slate of proposed Officers shall be distributed to all membership by the Secretary at least five (5) days prior to the general meeting scheduled for elections.

Ten percent (10%) of the voting membership in good standing can propose, by petition, additional nominations for one (1) or more Officers. This petition shall be received by the Secretary ten (10) days prior to the election. The Secretary shall immediately notify the membership in writing of the petition. Members may not be nominated for more than one (1) position on the Executive Board either by the Nominating Committee or by petition. The member nominated by this petition shall

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be included on the ballot for the election. Nominations from the floor on the day of election shall be allowed when necessary to create a full roster of candidates.

- 6.2 Ad hoc Committees: The Executive Board may appoint any and all committees from time to time, as deemed necessary to carry out the business of the Club. Liaisons for these committees and administrators for web-based club information (such as website, court scheduling, etc.) shall be assigned by the Executive Board.

ARTICLE VII: Pickleball Play

- 7.1 Rules: All Club-sanctioned pickleball play shall be in accordance with the rules of the U.S.A. Pickleball Association, including the attire worn by players.

ARTICLE VIII: Amendments

- 8.1 Amendments: These Bylaws may be amended by a two-thirds (2/3) member vote if a meeting quorum has been declared. A proposed amendment must be made at least one General Meeting prior to the General Meeting at which it will be voted upon. All approved changes to the Bylaws will be dated and listed on the title page in chronological order.

ARTICLE IX: Club Electronic Records Retention

- 9.1 The Officers of the Club are responsible for overseeing compliance with the Club's Electronic Records Retention Policy. Original Club records (determined by how the document was created) will be kept according to the following schedule:
- A. Correspondence and meeting minutes - 3 Years
 - B. Financial records - 7 Years (6 years prior plus current year)
 - C. Documents (e.g., bylaws, charter, requiring the approval of membership) - Life of the Club