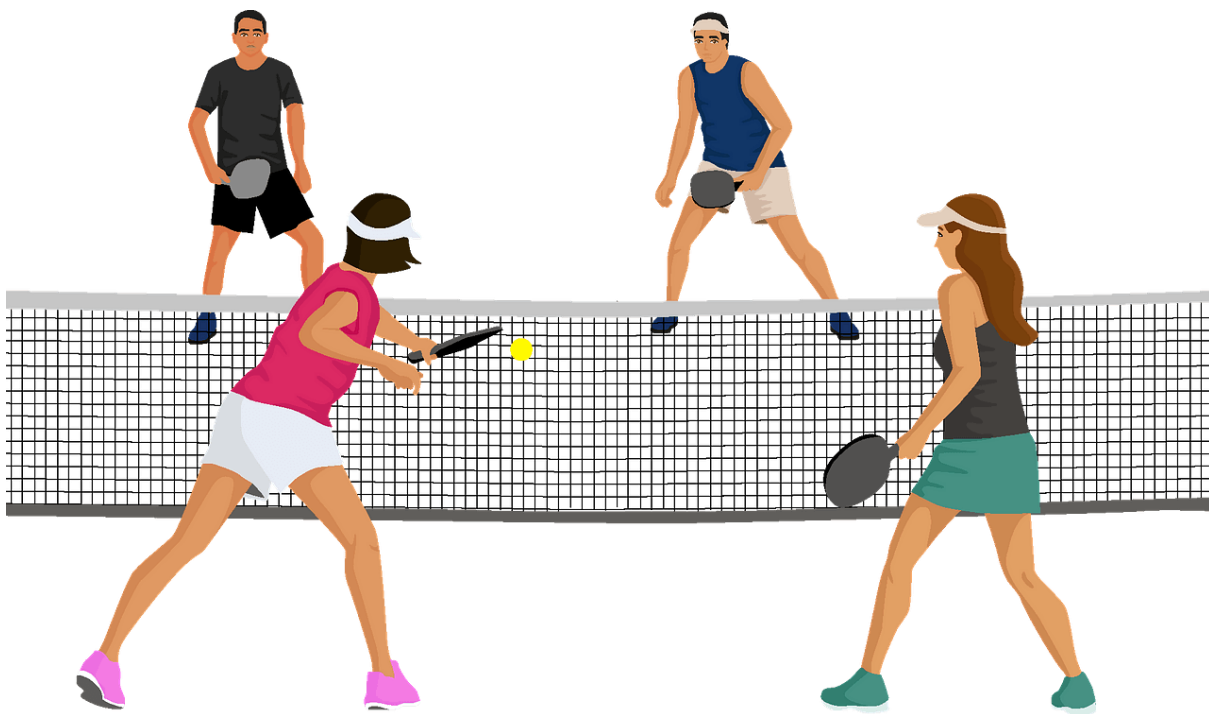




## **Bylaws**

***March 3, 2016***

*Revised October 10, 2017; Revised December 18, 2018; Revised November 11, 2020;  
Revised March 8, 2023, Revised January 10<sup>th</sup>, 2024, Spelling, Punctuation, and  
Formatting Corrections August 15, 2024*



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# CANTAMIA PICKLEBALL CLUB BYLAWS

## Introduction

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**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

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- 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 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 Board.

## ARTICLE II: Dues and Fees

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- 2.1 **Dues:** The Board shall determine the annual membership dues. The membership year runs from October 1 to September 30 and are payable to the Treasurer. Dues must be paid prior to participation in any Club activity. Any regular member who has not paid their annual dues shall be dropped from the Club's rolls. Delinquent members shall be reinstated upon payment of their dues 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. New members joining and paying dues during the last quarter of the year (July, August, and September) shall be considered paid in full for the following full membership year.

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- 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 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

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- 3.1 Annual Meeting: The annual meeting of the Club is for the purpose of electing officers for the coming year. It shall be held in March 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: A season opening meeting of all members shall be held each year at a time and place determined by the President and with at least seven (7) days' notice to the membership. Other meetings of the membership or the 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 board member, are present. An official Board meeting requires a majority of the committee 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
- A. After completing agenda item steps 1-4 below, a member sponsored meeting agenda item for discussion/debate: can become a motion at the general meeting (with declared quorum), for seconding, and a vote can be taken. Greater than fifty percent of member votes are required to accept the proposal. *(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).*

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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 open Board meeting and move to the general meeting agenda if the member wishes.
3. The minutes of this/any open Board meeting must be e-mailed to members and/or posted on the Club website or bulletin board at least five (5) days prior to the general meeting.
4. For each general meeting, the Board will make an agenda available to the members, by e-mail and/or posting it on the Club website or bulletin board at least five (5) days prior to the general meeting.

### **ARTICLE IV: Duties of the Board Members**

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The Board consists of the following officers and directors: President, Vice-President, Secretary, Treasurer and Member-at-Large. The Past-President(s) may participate and serve as an advisor to the 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 Board meetings and membership meetings; announce whether a quorum is present at all Board and general 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 (HOA Management); prepare an agenda for each Board and; set a date and time for an annual audit of the financial records of the Club; Court Allocation & Hold My Court Liaison; 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. The Vice President will lead in the recruitment of new members. Liaison for: Fundraising/Sponsors Committee; Social Committee; Parliamentary Committee; and Nominating Committee.
- 4.3: Secretary: The Secretary shall be elected for a one-year term. The Secretary shall keep the minutes of Board and general meetings and after approved at the general meeting, post them to the club website. The Secretary sends initial/draft and then

## **CANTAMIA PICKLEBALL CLUB BYLAWS**

approved minutes and other email and/or phone notices to the members of the organization; conduct all correspondence of the organization unless otherwise directed by the Board; maintain the historical records of the Club. Liaison for: Website, Newsletter, and New Member Welcome team.

- 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; make authorized expenditures on behalf of the Club; maintain financial records in accordance with normal accounting procedures; and submit a proposed annual budget to the Board. Monthly, the treasurer shall present the current bank statement and ledger for inclusion in board and general meeting minutes. The Treasurer shall hold the Club's accounts and prepare the required annual reporting to the HOA. Liaison for: Skills Committee and Audit Committee. 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 Liaison for: CMPC tournaments and Court Committee (balls, safety, signage); Safety; Equipment – ball replenishment and inhouse equipment.
- 4.6: Term of Office: Officers' terms are to run from April 1 to March 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 Board shall declare vacant the office of any elected officer upon:
- A. The death or resignation of the officer.
  - B. The finding of the 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 Board. In the case of vacancy in the Office of President, the 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 Board.
- 4.9: Removal by Members: After presenting to the Board a petition proposing the recall of an officer(s) and signed by two-thirds (2/3) of the members, the membership

## **CANTAMIA PICKLEBALL CLUB BYLAWS**

may, at a special meeting called expressly for that purpose, remove any or all 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. 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**

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- 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 signatures are required on all checks \$500 or larger. Budget approved expenditures require one signature. Electronic payments require two signatures on invoices. CMPC bank account signatories include the current: Treasurer and Secretary, with the latter assuming chain of custody if needed. At each board meeting, current bank statements and ledgers are reviewed and approved and recorded in the meeting minutes.
- 5.3: Review of Financial Records: The Board shall arrange for an annual examination of financial records by two qualified members of the Club. Financial records shall be maintained for a period of seven (7) years. These records shall be filed with the Association's Community Manager with copies retained by the current Treasurer.
- 5.4: Annual Budget: The annual budget shall be presented and voted on by the membership at the season opening meeting.

### **ARTICLE VI: Committees**

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- 6.1 Nominating: The Nominating Committee shall be composed of three (3) members. The three (3) members of the Nominating Committee shall be nominated by the membership and elected by the membership at the first regular of the year (typically November). The committee members will elect their own chairperson. 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 posted on the bulletin board ten (10) days prior to election as well as on the Club website and further provided via e-mail.

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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 Board either by the Nominating Committee or by petition. The member nominated by this petition shall 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 Other Committees: The Board may appoint other committees from time to time, such as membership, competition, tournament, social as deemed necessary to carry out the business of the Club.

### **ARTICLE VII: Pickleball Play**

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- 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**

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- 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 business meeting prior to the 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**

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- 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 (prior to current year)



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- C. Documents (e.g., bylaws, charter, requiring the approval of membership) - Life of the Club

### Membership to Board & Board Member Roles

