

## **By-Laws: Pickleball Johnson County**

### **Article I. Name**

Pickleball Johnson County (PJC)

### **Article II. Purpose**

Our goal is to promote and help coordinate pickleball activities in Johnson County, Iowa. The Cabinet works with local City recreational staff and owners of private venues to promote places to play, to identify indoor and outdoor court times, and to improve pickleball facilities. We strive to promote health, good sportsmanship and friendships through a variety of activities and events.

### **Article III. Organization**

PJC shall operate as a non-profit social club. PJC is governed and managed by a Cabinet comprised of a set of volunteer officers, advisors, and USA Pickleball ambassadors.

### **Article IV. Cabinet**

Section 1: **General:** Cabinet members must reside in Iowa at least 10 months of the year. Cabinet meetings shall be announced at least one week in advance. A quorum of 1/2 of the Cabinet members is required for decisions to be approved. A majority vote is required to implement a new proposal. PJC Cabinet meeting agendas and minutes will be archived so that members may access at any time, e.g., posted on the PJC website, or a similar resource. Unforeseen vacancies will be filled by a special election of the Cabinet.

#### **Section 2: Officers:**

**Chair:** This person is the official spokesperson for our organization, serves as the PJC Administrator, oversees Cabinet functions, sets up meetings online or in person, and is the primary contact for the public. They preside over Cabinet meetings and shall approve the content of mass emails before sharing with members.

**Term:** The Chair is elected by the Cabinet and will serve a 2-year term. They may be re-elected for a maximum of two contiguous terms.

**Vice-Chair:** This person takes the minutes of Cabinet meetings, and when needed, will fill in for the Chair. They work with City Parks & Recreation staff. They oversee and manage equipment & supplies at the various pickleball venues and maintain an inventory of physical assets owned by PJC. They provide an annual inventory list to the Cabinet. The Vice-Chair coordinates the Play Time scheduler in conjunction with the Ambassadors.

**Term:** The Vice-Chair is elected by the Cabinet and will serve a 2-year term. They may be re-elected for a maximum of two contiguous terms.

**Treasurer:** This person manages PJC financial matters. They keep records of all financial transactions and maintain a monthly ledger. They shall provide the Cabinet with a financial summary for each fiscal quarter and provide an annual report to all PJC members. The financial records are audited each year by two auditors chosen by the Cabinet. The auditors will serve staggered 2-year terms. The audit is shared with all members.

**Term:** The Treasurer is elected by the Cabinet and will serve a 3-year term and may be re-elected.

**Membership Secretary:** This person collects annual dues and manages a contact list of PJC members. They send receipts with PJC information to all dues paying members and respond to membership inquiries as needed. The membership secretary shall send out dues reminders as needed and sets a deadline for renewals as determined by the Cabinet. They work with the Treasurer to manage a credit card payment system. They provide periodic csv member files to the Mailchimp manager. They send updated PJC member lists to PJC members as determined by the Cabinet. They work closely with the Treasurer to ensure that records are accurate. They are one of PJC's Gmail owners.

**Term:** The Secretary is elected by the Cabinet and will serve a 3-year term. They may be re-elected.

**Communications Director:** This person shares pickleball information with PJC members and the public. They manage the Mailchimp bulk email system. Mass email messages to members shall be approved by the Chair or Vice-Chair before sharing with all members.

**Term:** The Communications Director is elected by the Cabinet and will serve a 3-year term and may be re-elected.

**Information Technologist:** This person handles PJC technical matters, manages and maintains PJC's website. They serve as a resource to PJC Cabinet on technology matters. They serve as the primary administrator and owner of the PJC Gmail account.

**Term:** The I.T. person is elected by the Cabinet and will serve a 3-year term. They may be re-elected.

**Event Coordinator:** This person plans and coordinates PJC social events & other activities.

**Term:** The Coordinator is elected by the Cabinet and will serve a 2-year term. They may be re-elected.

### Section 3: **Advisors:**

Nine advisors serve as at large members of the Cabinet. They are selected by the Cabinet and should represent the diversity of the PJC membership.

**Term:** The advisors are elected by the Cabinet and will serve 3-year terms. They may be re-elected as an advisor after one year from the end of their term. Advisors are eligible to be elected in an officer position immediately after their term.

**Section 4: Ambassadors:**

Ambassadors are members of the national organization, USA Pickleball (USAP), who promote pickleball in our area. Ambassadors must be approved by the PJC Cabinet to serve as members of the Cabinet. Once approved, they are full members of the Cabinet with voting privileges and are eligible for Officer positions. USAP members seeking to become an Ambassador must apply and be approved by USAP.

**Section 5: Committees:**

The Chair and Vice Chair will establish ad hoc committees as necessary in order to conduct the business of the Cabinet. An ad hoc Nominating Committee will be established in June of each year. The Nominating Committee shall present nominees for the following year's Cabinet by November 1. The Chair of the Nominating Committee shall be a current member of the Cabinet whose term does not expire at the end of the year. Other members of the committee may be selected from the Cabinet or from the general PJC membership.

**Article V. Membership**

- Section 1.** Membership is open to adults 18 years and older. Annual dues are determined by the Cabinet. Memberships are valid for a calendar year. New members joining after October 1st are credited for the upcoming calendar year. Members not renewing their dues by March 31 will be removed from the PJC membership list.
- Section 2.** A PJC contact list is maintained by the Membership secretary. This list shall not be used for mass emailing of non-pickleball events or messages that pertain to personal matters and interests.
- Section 3.** Members are expected to engage in sportsmanlike conduct, foster behavior that promotes the health, safety, and well-being of others. They should avoid the use of profanity, unkind gestures, treat others with respect, exhibit fairness and honesty.

- Section 4. Membership will be terminated by a vote of the officers for one or more of the following: voluntary withdrawal, non-payment of dues, or unacceptable behavior. Unacceptable behavior includes consistent use of profanity or sexually inappropriate comments, obscene gestures, and actions unbecoming to sportsmanship and respect for others. In the event membership is denied, the member shall be entitled to appear before the Cabinet and request reconsideration.
- Section 5. All members agree to hold the organization harmless for any injury that might occur during pickleball play or associated activities.

#### **Article VI. Finances**

- Section 1. PJC maintains a checking account with the local GreenState Credit Union. Financial records are maintained by the Treasurer. The Chair, Vice-Chair or an Ambassador has the authority to spend up to \$200 in Pickleball related expenses without Cabinet approval. Items above \$200 must have the approval of the majority of the Cabinet Officers. Items above \$1,000 must have the approval of the majority of the entire Cabinet.
- Section 2. A ledger of bank transactions including beginning and ending balances shall be shared with the Cabinet quarterly. An annual auditor's report shall be distributed to all PJC members.
- Section 3. All income shall be deposited in PJC's bank account and copies provided to the Treasurer. Copies of expenditure receipts will be given to the Treasurer.
- Section 4. Owners of PJC's bank account will be the Chair, Treasurer, and Membership Secretary.

#### **Article VII. Amendments**

- Section 1. Any PJC member may submit an amendment to these By-Laws and present it to the Cabinet. Any proposed amendment must be communicated to the Cabinet at least one week in advance of the vote. An amendment will be accepted if it receives a 2/3 majority vote by the Cabinet.
- Section 2. Any approved amendment to these By-Laws will be shared with the entire membership.