

# **HOT SPRINGS VILLAGE PICKLEBALL CLUB**

## **Bylaws**

### **Article I – Name**

Section 1: The name of the organization shall be The Hot Springs Village (HSV) Pickleball Club, hereinafter referred to as “the Club”.

### **Article II – Location**

The Club shall be located in Hot Springs Village, Arkansas.

### **Article III – Purpose**

Section 1: To provide members a fun, recreational, social activity, and occasional voluntary competition.

Section 2: To promote and encourage participation in the programs and activities of the Club.

### **Article IV – Membership**

Section 1: All property owners, both resident, and non-resident, certified renters of HSV and non-property owners who have purchased POA amenity privileges are eligible for membership in the Club without discrimination.

Section 2: Membership in the Club may be terminated:

- 1) By voluntary withdrawal
- 2) By nonpayment of dues.

### **Article V –Meetings**

Section 1: Annual Membership Meeting - A meeting shall be held in March each year for the purpose of informing members of current Club status, of outlining future plans to members, and of Board member election. Notification shall be given to Club members of the date and time of the annual meeting at least two weeks prior to the meeting. In addition, an annual accounting of all funds received and disbursed by the Club shall be given to the Club membership.

Section 2: Special Membership Meetings - Special Meetings may be called by the President or by written request of at least three members of the Club. Such special meetings shall have at least one week’s notice given to members, providing the date, time, and place of the meeting as well as the subjects to be considered.

Section 3: A quorum for any official Club business to be conducted at any Membership meeting shall consist of two elected board members and 10% of the club membership.

Section 4: Board Meetings- Board meetings shall be held monthly or as called by the President, or any two other Board members as needed.

Section 5: Board Meeting Quorum – A quorum of the Board consists of a simple majority of Board members.

## **Article VI – Dues, Assessments, Fund Raising, and Expenses**

Section 1: Annual dues are based on the calendar year and are payable on January 1st. Dues shall be a nominal amount. A new member who pays dues from November 1st through the end of the year has membership rights through the end of the following year. Membership will be terminated if dues are not paid by March 1st.

Changes to annual dues must be approved by a simple majority vote of Club members who reply by electronic ballot and shall become effective the following January 1.

Section 1a: A person at age 80 is qualified for a free, lifetime, non-voting associate membership in the Club.

Section 2: All reimbursement requests must be accompanied by a receipt. Expenditures considered for payment by the Club of under \$50, may be approved by the Treasurer.

Expenditures \$50 - \$100 must be approved by President and Treasurer. Expenditures over \$100 must be approved in advance by the majority of the board members.

Section 3: No part of the net earnings of the Club shall inure to the benefit of members, officers, Board members, or other private entities/persons, except that the Club shall be authorized and empowered to pay reasonable compensation for special, specific services in the accomplishment of activities related to specific Club purposes (e.g, tournament administration).

## **Article VII – Officers/Board Members and their Duties**

Section 1: The elective officers of The Club shall be the President, Vice-President, Secretary, and Treasurer. The elective members of the Board shall be the four officers, the Immediate Past President, and two members at large. Any member of the Club is eligible to hold an elective office in the Club. Related members cannot serve during the same term.

Section 2: The term of office for each Club board member shall be two years beginning April 1 and ending March 31 two years later. Each board member may seek re-election for a total of two consecutive two-year terms of office. President, Treasurer, and one At Large Member will be elected in odd years. Vice-President, Secretary, and one At Large Member will be elected in even years. After a one-year waiting period, that person may once again seek an election as a Club board member.

Section 3: Duties of Officers/Board Members:

All Board members shall be required to regularly attend board meetings and participate in Club sponsored events and socials.

### **A) President:**

- 1) Shall assume the Club's leadership, preside at all Club meetings, appoint all regular and special committees, and call special meetings if required.
- 2) Shall be responsible for coordination with the HSV Director of Recreation, Board of Directors and POA staff, and other organizations as needed.
- 3) Shall be responsible for issuing guidelines and rules for the Club's activities if the activities have special safety or other requirements not specifically covered by these by-laws.

- 4) Shall be responsible for coordination of public relations with outside sources that will be mutually beneficial to the Club and the community.
- 5) Shall coordinate communications to the full club membership.

**B) Vice-President:**

- 1) Shall assume the President's duties if the President cannot function as a President.
- 2) Shall coordinate the efforts of special or standing committees.
- 3) Shall coordinate the Board's annual selection of the Dee Vincent Award recipient and the Deceased Member recipient (see Addendum).

**C) Secretary:**

- 1) With input from Board members, shall prepare an Agenda for all Board meetings and take minutes of Club meetings, attendance of annual meetings, and be responsible for establishing if a quorum exists at meetings.
- 2) Shall maintain a document file containing important Club documents such as letters, manuals, procedures, meeting minutes, etc.

**D) Treasurer:**

- 1) Shall collect Club dues and other funds remitted to the Club, record all monies received and deposit in Club bank account.
- 2) Shall disburse funds for approved expenses by check or debit card from the Club bank account.
- 3) Shall report monthly at Board meetings the current bank balance in Club checking and savings accounts. Shall provide an approximate Club bank balance when requested by the President.
- 4) Shall provide quarterly financial reports summarizing Club bank account transactions. Shall provide quarterly to the President a copy of the Club's banking statements. An annual report is to be presented verbally and made available at the annual Club meeting. A financial report shall be made available to all members upon request.
- 5) Shall maintain Club membership roster, new member application form and Club vendor list.

**E) At Large Board Member #1**

- 1) Shall coordinate fundraising activities and maintain programs that generate revenue for the Club.
- 2) With input from Board members, shall produce a newsletter to the membership as needed.
- 3) Shall provide support to the president as needed.

**F) At Large Board Member #2**

- 1) Shall be responsible for Email communications to the membership as directed by the Club Board.
- 2) Shall coordinate the maintenance/modifications to the Club website and maintain a dropbox file with pertinent Club documents and receipts.

3) Shall order name tags, provided by the Club, for new members. Should a member request a replacement name tag, the member will be responsible for the cost.

4) Shall coordinate social events.

### **Article VIII – Committees**

Section 1: Nominating Committee - Shall be appointed by the president at least thirty days before the annual meeting. The committee shall consist of at least three members whose duties are to poll the club and identify those members seeking election to a board member position. The committee will ensure that incumbents seeking re-election as well as all nominees are members in good standing before presenting their names to the general membership for a vote. Any Club member may nominate another member or themselves. If there is more than one candidate for an elective position, the general membership shall vote by electronic ballot to elect the board member. Should a vacancy not be filled through the nomination and voting process, the president shall fill the vacancy through direct appointment.

Section 2: Special or Standing Committees - The president may appoint standing committees as needed for the Club's operation and may establish and appoint members of special committees for special projects as needed.

### **Article IX – Fiscal Year**

Section 1: The fiscal year of the Club shall start on January 1 and shall end on December 31 of the same year.

### **Article X - Miscellaneous**

Section 1: Audits.

- A) An audit may be called for at any time deemed necessary by the Club President. An audit should be conducted by a peer review group from the Club.
- B) Audit Committee shall consist of a minimum of two persons, not related to the Treasurer.
- C) An informal audit is expected to be performed before any new Treasurer assumes a position.

Section 2: Equipment and/or supplies purchased by the Club are to be for Club-related use by members and their guests only.

### **Article XI – Amendments**

Section 1: Upon proposal by the Club's elected board, these by-laws may be amended by a simple majority vote of members by electronic ballot.

Section 2: Proposed changes to the by-laws shall be communicated by email to all Club members followed by a period of at least two weeks to allow for questions from members. The final changes will be sent to all members for a vote by electronic ballot and must be approved by a simple majority of Club members who reply. The voting will conclude seven days after the electronic ballot is sent to the members. The changes shall become effective no later than three days following email notification to the members of the voting results.

### **Article XII– Dissolution**

Section 1: In the event of the dissolution of the HSV Pickleball Club, its property, funds, and

other assets shall be transferred to whatever organization or organizations operated exclusively for charitable, educational, and/or purposes as the Club may determine, provided such organization or organizations qualify as tax-exempt under the Internal Revenue Code of the United States.

#### **Article XIV -- Vacancies**

If a vacancy shall occur on the Board, the remaining members of the Board may, by a majority vote, appoint a successor for the unexpired term with two exceptions: 1) a vacancy in the office of the Immediate Past President shall not be filled, and 2) a vacancy in the office of the President shall be succeeded by the Vice President.

*Greg Allen*

President

*Holly Harck*

Vice President

#### **ADDENDUM**

##### **Dee Vincent Award**

The Dee Vincent Award was established to honor an outstanding Club member. The Club may periodically recognize a member who has made a major contribution to the Club and the pickleball community. This person will qualify to be considered for the award by fulfilling at least 4 of the following criteria:

- 1) A Club member for at least 5 years
- 2) Was an active HSV pickleball courts player and contributed to the advancement of HSV pickleball
- 3) A frequent volunteer for tournaments, socials, etc.
- 4) Participated in training or coaching new players regularly
- 5) Was a Club board member for at least one term
- 6) Was an advocate/ambassador for pickleball

A recipient's name shall be installed on a plaque along with other recipients and displayed in the pickleball office.

##### **Deceased Member Plaque**

The Club may periodically recognize a deceased Club member who made a major contribution to the Club and the pickleball community. The criteria for this honor are the same as outlined for the Dee Vincent Award. A plaque with the recipient's name and the names of previous honorees is displayed in the pickleball office.

*Revised 2/2023*