

**Article I – Name**

**Section 1:** The name of the organization shall be Huntsville Pickleball Club.

**Section 2:** The Huntsville Pickleball Club is a nonprofit entity.

**Article II – Purpose**

**Section 1:** To provide members a fun, recreational and competitive social activity.

**Section 2:** To establish policies for the safe and equitable use of any equipment or facilities owned or utilized.

**Section 3:** To promote and encourage participation in the programs and activities of Huntsville Pickleball Club.

**Section 4:** To promote and develop Pickleball in Huntsville and surrounding areas.

**Article III – Executive Board (EB)**

**Section 1:** The Executive Board is comprised of eight elected members; namely a President, Vice-President, Secretary, Treasurer, and four (4) non-office holding members. Five (5) members shall constitute a quorum for its meetings. The President is a non-voting member except in the case of a tie vote. The Executive Board is responsible for the overall direction and management of the Huntsville Pickleball Club in accordance with the approved By-Laws. Any member in good standing of the Huntsville Pickleball Club may be elected to serve on the Executive Board.

**Section 2:** The terms of the Executive Board members shall be for two years commencing the first day of February through the last day of January. Executive Board members, as required, shall be elected to serve a two-year term at the annual meeting each year by a majority vote of members in good standing attending the meeting. The terms of the elected board members shall be staggered to provide continuity. Nominations of persons to fill vacancies on the Executive Board shall be made by a Nominating Committee appointed by the President. The President shall appoint the Vice President as chairperson and at least two (2) members of the club (not EB members) to be the Nominating Committee for the upcoming election. The committee shall solicit candidates for each of the open positions on the EB. The Nominating committee shall notify the EB of the names in advance of the general meeting. The Nominating committee shall disband after the election. If an Executive Board member is unable to fulfill their duties, the President shall appoint a new Executive Board member with approval by a majority vote of the Executive Board members present at a called Executive Board meeting.

**Section 3:** A President, Vice-President, Secretary and a Treasurer shall be elected by the general membership. It is expected that the Vice-President shall assume the President position during the second year of the term elected. The Vice-President position shall be voted on and elected every year. The Executive Board shall create and fill other positions and committees deemed necessary to carry out the functions and objectives of Huntsville Pickleball Club.

- Section 4:** Any Policy or Rule change or other appropriate action shall be approved by a majority vote of the Executive Board members present at a called EB meeting.
- Section 5:** The terms of the elected Officers shall be for two years commencing the first day of February through the last day of January. For the purpose of continuity of the Executive Board, the terms of the President and Secretary shall be staggered with the terms of the Vice- President and Treasurer. If an Officer is unable to fulfill their duties, the EB shall elect a new Officer for that position.
- Section 6:** The Executive Board shall meet at least quarterly. EB members will be notified at least 3 days prior to the meeting. Meetings may be conducted virtually when deemed appropriate. Votes must be confirmed through video or audio. Virtual meetings will be binding and documented the same as in person meetings.
- Section 7:** The Executive Board shall keep the members of Huntsville Pickleball Club informed of the changes to the By-Laws, Policies and Rules.
- Section 8:** Most decisions made by the Executive Board require approval by a majority vote of the EB members present at a called EB meeting. Select decisions may be voted on electronically using our discussion forum whereby members of the EB provide a unique username and password to log in and vote. The President may request that an issue be considered for voting via the forum. If the President is not available, then another Executive Board member may make the request. All of the following criteria must be met before voting via the forum.
1. Members of the Executive Board must be notified that an issue is to be discussed on the forum with the possibility of an electronic vote.
  2. The details of the issue must first be discussed on the forum and input solicited from committee members.
  3. When discussions are complete, a majority of EB must agree that it is acceptable to vote electronically on the issue. The voting function of the forum will be used to secure agreement.
  4. If it is agreed that electronic voting is acceptable for this issue, then the issue will be clearly stated, and an electronic vote will be taken.
- All discussions and electronic voting must be preserved. The results of the voting will be added to the minutes of the next Executive Board meeting.

#### **Article IV – Duties of Officers**

- Section 1:** The President shall be the chief executive, preside at all meetings, and represent THE CLUB at public and private meetings. The President shall issue notices of meetings of the EB or general membership and conduct correspondence relating to Huntsville Pickleball Club business. The President shall appoint any committee chairs which are deemed necessary by the EB, such as, but not limited to, tournaments, community outreach, social functions, and instruction and coaching of new/novice players. The President may call a meeting of the EB or a membership meeting when he/she deems it necessary.

- Section 2:** The Vice- President shall perform all duties of the President in the event of the President’s absence or inability to perform and shall also perform other such duties and responsibilities as may be assigned by the President.
- Section 3:** The Secretary shall keep the Huntsville Pickleball Club records, shall keep meeting minutes, and furnish reports to the Huntsville Pickleball Club or other persons or organizations as may be required.
- Section 4:** The Treasurer shall receive and deposit all monies due to Huntsville Pickleball Club and pay all obligations that may be incurred, shall keep an up-to-date ledger of all financial transactions and shall provide financial reports as may be required at meetings.
- Section 5:** The President, Vice-President, and Treasurer shall serve as the Finance Committee and shall have authority to pay expenses up to \$400.00 without having to obtain authorization from the Executive Board.

#### **Article V – Membership**

- Section 1:** Any adult 18 years old or older may become a member of Huntsville Pickleball Club by paying annual dues. Each member is entitled to one vote on Huntsville Pickleball Club matters.
- Section 2:** All members must abide by Huntsville Pickleball Club By-Laws, Policies and Rules.
- Section 3:** Every member must complete and have on file with the Club a “Waiver, Assumption of Risk, and Release of Liability Form”.

#### **Article VI – Dues**

- Section 1:** Annual dues established by the Executive Board shall be required for full participation as a member of Huntsville Pickleball Club.
- Section 2:** The annual (Calendar Year) membership dues shall be set by the Executive Board and shall be due in December of each year and be delinquent after February 1<sup>st</sup>.
- Section 3:** Individuals delinquent in their dues will not be considered members in good standing and may not participate in Huntsville Pickleball Club events.
- Section 4:** Dues may be fully or partially waived by the Finance Committee when the payment would result in a financial hardship for the potential member.

#### **Article VII – General Membership Meetings**

- Section 1:** At least one Huntsville Pickleball Club general membership meeting shall be held annually. The Executive Board shall set the date of this meeting and may call special meetings.
- Section 2:** Each member of Huntsville Pickleball Club shall be notified by an Executive Board Member of each annual or special meeting date at least 7 days prior to the meeting.

### **Article VIII – Fiscal Year**

**Section 1:** The fiscal year of Huntsville Pickleball Club shall be from the first day of January through the last day of December.

### **Article IX – Amendments**

**Section 1:** Any member in good standing may suggest/request a change to the By-Laws, Policies or Rules by submitting such request, in writing, to the Executive Board. The EB shall review the request, prepare the actual wording of the proposed change and submit the proposal with a recommendation for approval/disapproval at a general membership meeting.

**Section 2:** These By-Laws may be amended by a majority vote of the general membership present at a called general membership meeting