

# **Westbrook Village Pickleball Club Bylaws**

As amended Fall, 2024

## **Article I: General**

**Section A** - The name of this club is the Westbrook Village Pickleball Club ("WBVPC").

**Section B** - The purpose of WBVPC is to promote the sport of pickleball in a safe environment; to provide the opportunity for all members to learn and improve their play; to schedule drop-in play, team or ladder play, and Club Tournaments / Jamborees as desired by the Membership; to encourage the highest standards of safe play; and to promote social pickleball activities within the community.

**Section C** - WBVPC is operating as an IRS recognized amateur athletic organization in accordance with WVA Bylaws, Covenants, Conditions and Restrictions (CC & R's); WBVPC Bylaws may be more restrictive than the WVA CC&Rs and WVA Bylaws.

## **Article II: Membership**

**Section A** - Membership is open to all residents of WBV, WBV rental resident card holders, and non-residents who were Grandfathered Members as of July 2015. A Member is a person who meets resident eligibility requirements, has paid the annual dues, and has not been suspended or terminated. Short term Members (renters 90 days and less) and Grandfathered Members are not eligible to vote on matters requiring a membership vote.

**Section B** - The amount of the dues for each Member is to be determined on the recommendation of the Board and approved by a simple majority of votes cast by the Members. The vote may be taken online.

**Section C** - Guests of WVA residents (as defined by the HOA) are allowed to play once checked in at the Vistas front desk and have received a colored wrist band.

Guests may play on

resident designated courts (per Court Mapping that has been approved by the HOA.)

**Section D** - Disciplinary action may be taken by the Board against any Member or guest in accordance with the Discipline Policy in the WVA Policies and Procedures.

## **Article III: Officers and Board**

**Section A** - Officers are the President, Vice President, Secretary, and Treasurer. An outgoing President may serve in an advisory capacity to the Board (with no voting rights unless a tie needs to be broken) for the two years after his/her two-year term expires (unless he/she is re-elected to the position for another two-year term).

Officers are to be elected by a simple majority of votes cast from the Club's Membership, which vote may be taken online during the first two (2) weeks of December. The election results are announced at the last meeting of the year. The Officers and outgoing President serve without compensation.

The Board consists of the elected Officers and the outgoing President in an advisory capacity, as described above. The Board has overall governing authority of the WBVPC

to appoint committees and adopt WBVPC policies, procedures, rules and regulations as needed to carry out the purposes and objectives of the WBVPC.

**Section C** - At the September Board meeting, the President is to announce the available positions open for election. All potential candidates must email the Club President of their intention to run and identify the open seat they are running for. The President will notify the membership as soon as interested candidates apply. Time will be allotted at the November meeting for interested candidates to speak.

**Section D** - All Officers are elected for two-year terms and are limited to two consecutive terms in office, unless no other persons are nominated for the position(s), and the current officer agrees to continue in the role. The four officer positions are to be elected and staggered over a two-year period. Therefore, elections for the President and Treasurer are to be held during even numbered years. Elections for Vice President and Secretary are to be held during odd numbered years.

**Section E** - Duties of each elected officer:

1. **President** - Preside over all WBVPC meetings and carry out the direction and policies established by the WBVPC Board and act as the liaison between the WBVPC and WVA. In the absence of the President and Vice President, the President is to delegate the liaison duty to a Board Member or permanent resident Member. In the event of a vacancy on the Board, the President may appoint, with Board approval, an interim officer until official elections are held.
2. **Vice President** - Perform all duties of the President in the event of the President's absence or inability to perform for the unexpired term of the President. Oversee safety issues on the courts. Coordinates publicity with WVA and residents.
3. **Secretary** - Take and maintain the minutes of all Board and Club meetings; furnish all reports requested by the WVA; submit to WVA the names and contact info for the officers as required by WVA Club Bylaws and perform other duties as assigned by the President.
4. **Treasurer** - Receive and deposit all money due the Club, including membership dues collected; pay all bills incurred by the Club in the regular course of business, but obtain Board approval for all expenses in excess of \$1000; keep an up-to-date monthly ledger of all financial transactions and report the financial status to the Board monthly; prepare and report year end reports to the Board annually, keep and maintain all receipts and financial records for seven (7) years prior to the current year. Turn over all files to the succeeding treasurer; obtain a yearly audit by someone other than a Club Board member during early fall and report the audit results at the next regular club meeting and duly recorded in the minutes.

The WBVPC also recognizes two key non-elected positions that are critical to ongoing operations.

5. **Membership coordinator** - manages the documentation of new and renewing club members including resetting membership at the beginning of a new season, validating personal information, emergency contacts and email accounts for effective communication.
6. **Web master** - maintains the WBVPC website including managing the web hosting software requirements.
7. **Publicity coordinator** - writes / edits Club related articles for the Living magazine.

#### **Article IV: Court Usage**

The courts are available for use by any Member or WV resident and their guests except for those times the Club has mapped specific courts for Club Play. These days and times change according to the season and are to be updated and posted on the outdoor court bulletin boards. This schedule is called Court Mapping and has been approved by the HOA Board. The court mapping includes specific court designation for both Club members and non-Club members (WVA residents and their guests). For clarification, non-Club members and any guests are not allowed to play on Club mapped courts unless designated on the court mapping.

#### **Article V: Meetings**

WBVPC meetings are to be held monthly from September to June unless a quorum can't be reached. The President or President's designee is to preside over all Member meetings. Three (3) officers of the Club constitute a quorum for all meetings. The purpose of the meetings is to review and discuss pending issues and to present month to date and year to date financial updates. On challenging issues, the Board will seek to ascertain the position of the Club Members in various methods including online surveys prior to voting to establish new policy.

#### **Article VI: Committees**

**Section A** - Committees are to be determined by the Board and will operate under the direction of the Board.

**Section B** - Examples of committees and their duties include the following:

1. **Jamboree/Tournament** - The Jamboree Committee plans, organizes, promotes and runs Club tournaments or jamborees during October-May each year. The type of tournament and frequency is left to the discretion of the Tournament Committee.
2. **Social Activities** - The Social Activities Committee plans and implements events during October-May each year. These include after-tournament parties, social get-togethers, holiday gatherings, and miscellaneous parties. The type and frequency of events is left to the discretion of the committee.

**Article VII: Amendments**

**Section A** - Any Member in good standing may propose an amendment to these bylaws, submitted in accordance with the procedures in policies and procedures adopted by the Board.

**Section B** - If the Board determines that the proposed amendment has been submitted in accordance with the policies and procedures, notice of proposed amendments are to be provided to the Membership via email and posted in the Ramada bulletin board. At a minimum, a notice of a proposed amendment is to include the current bylaw, the proposed amendment, the bylaw as it will read if the amendment is adopted, the name of the proposer(s), and the rationale for the proposed amendment. All amendments must be approved by a simple majority of the votes cast from the Members. Once approved, notification of the amendment is to be given to the WVA.

**Article VIII: Rules of Play**

**Section A** - Pickleball Rules are provided by the USA Pickleball Association.

(<http://www.usapa.org/>)

**Article IX: Annual Submission of Bylaws to WV Association**

**Section A** - These bylaws are to be submitted annually to the WVA as required by the WVA.