

SAN JOSE PICKLEBALL CLUB BY-LAWS

ARTICLE I - ORGANIZATION

The name of the organization shall be the **San Jose Pickleball Club**.

Section 1: Purpose, The San Jose Pickleball Club was organized to encourage interest in the recreational sport of Pickleball for all ages and skill levels. The Club brings together people interested in Pickleball and provides instruction to those who are new to the game. The Club promotes good sportsmanship, camaraderie, and facilitates a fun and enjoyable experience for all Club members.

ARTICLE II - MEMBERSHIP

Section 1: Membership in the Club is open to any person interested in pickleball who lives in San Jose, CA, or the surrounding area. It will not discriminate based on race, color, religion, or gender. Membership becomes effective upon receipt of a completed membership application, Board approval, and payment of Club dues.

Section 2: Honorary Membership, the Board of Directors may confer an "Honorary Membership" to anyone determined to be a "friend of the Club". "Honorary membership" shall not include the privilege of voting. "Honorary membership" is for one year and may be renewed annually by the Board.

Section 3: Dues, Annual dues in an amount set by the Board of Directors and approved by the membership shall be due and payable as of January 1 of each year. Anyone joining the Club after July 1 shall pay one-half (1/2) of the annual dues amount. Failure to pay the annual dues shall result in the termination of membership. A member's dues shall be considered to be in arrears and their membership suspended if not paid within 60 days of the due date.

Section 4: Fiscal year: The fiscal year shall be January 1 through December 31.

ARTICLE III - OFFICERS

The officers of the San Jose Pickleball Club shall be known as the Board of Directors. The Board shall consist of a minimum of two (2) and a maximum of ten (10) directors. The Board currently consists of the following: President, Vice President, Treasurer, and Secretary.

TERM OF OFFICE: All Board members serve one-year terms. Terms of office shall be from January 1 through and including December 31. There is no limit as to the number of consecutive terms a Board member may serve.

Officers duly elected at the Annual Membership meeting will assume office effective immediately, and their term of office shall expire as of December 31 the following year. Board positions may be added or eliminated as deemed necessary by the action of a two-thirds majority of the Board. The duties of the Officers are as follows:

PRESIDENT: The President shall preside at all meetings of the Club. With the board members' advice and consent, the President shall determine the dates, location, times, and agendas for all Board meetings and all Membership meetings. The President shall make sure that the By-Laws and other rules and regulations adopted by the membership are enforced.

VICE PRESIDENT: The Vice-President shall assist the President in the performance of his/her duties and shall fill in for the President when absent due to illness or incapacity. The Vice-President shall perform other duties as assigned by the President.

TREASURER: The Treasurer shall receive and disburse all Club funds under the direction of the Board and shall provide detailed financial reports at each Board meeting and all Membership meetings. The Treasurer shall administer all bank accounts, certificates of deposit, and any other financial dealings of the Club. The Treasurer shall prepare a yearly proposed budget to be approved by the Board.

SECRETARY: The Secretary shall keep the minutes of all Board meetings and

Membership meetings, shall maintain the official records of historical documents and prepare Club correspondence as needed. The Secretary shall in consultation with the President, issue notices of meetings and events.

As appropriate and required, the following positions may be added:

TOURNAMENTS DIRECTOR. The Tournaments Director chairs the tournaments committee and provides a point of contact for the board members. They oversee all official San Jose Pickleball Club tournaments, making sure venues are properly rented, general liability insurance is obtained, and logistics are in place to ensure a successful and fun tournament.

ADVANCED PLAYER PROGRAMS DIRECTOR. The Advanced Player Programs Director coordinates the development of advanced players through coaching, coordinated play, and events. This role works with Club members as well as builds contacts with other clubs/areas to put on exhibitions, championships, and development events/coaching activities.

COMMUNICATIONS DIRECTOR: The Communications Director coordinates club member and public communications. This role also coordinates social functions such as picnics, pot lucks, etc., and is responsible to create and manage special events such as fundraising and other duties as assigned by the Board.

MEMBERSHIP DIRECTOR: The Membership Director is the Club contact for potential new members and will provide information on the Club and how it functions as well as informing potential new members of the process to become a Club member. The Membership Director provides membership application forms to potential new members and will forward the completed application forms, including checks to cover membership fees, to the Club Treasurer. The Membership Director may recruit assistants as needed, and such assistants shall be subject to the board's approval.

VENUE DIRECTOR: The Venue Director will be responsible for upkeep and maintenance of Club assets such as portable nets and balls and first aid supplies. They will also be responsible for resolving any issues affecting play at Club venues. The Venue Director may recruit assistants to help manage the various Club venues. Such assistants will be subject to approval by the Board.

Section 1: Role, The Board of Directors is responsible for the day-to-day management of the affairs of the Club. This shall include implementing policy and determination of appropriate rules for the benefit of the Club and its members.

Section 2: Vacancies, when a vacancy for a Board of Director position occurs mid-term, the position shall be filled for the remainder of the term by action of a majority of the remaining Board. The President shall determine a date, time, and location for the remaining Board members to meet and determine a replacement for the vacant position.

Section 3: Resignation, Resignations should be in writing or by email and be submitted directly to the President. The resignation of any Board member shall be immediately communicated to all remaining Board members.

Section 4: Removal from Board, A Board member may be removed from office, for just cause, by an affirmative two-thirds vote of the remaining Board members.

Section 5: Meetings, the Board meets at times and places as deemed necessary by the President. The Board will meet at least four times per year with the membership to report on activities, finances, and other matters of interest to members. One of these meetings will be considered the Annual Meeting and shall be at least sixty (60) days before the end of the fiscal year. More meetings may be held as deemed necessary by a majority of the Board. The dates, times, and locations for these meetings shall be determined by the President.

Special meetings may be called for by the President, one-third of the Board of Directors, or by petition by 20% of the membership. The President, or presiding officer in the absence of the President, shall send out a notice of the meeting containing the date, time, proposed agenda, and

location of the Special Meeting. Such notice shall conform to the requirements for notice of meetings outlined in these By-Laws. All meetings will be conducted by Roberts Rules of Order, Revised.

Section 6: Meetings notice; Notice of all meetings will be given at least 10 days in advance and shall include the date, time, and location for the meeting along with the proposed agenda. Email is deemed to be acceptable for providing the notice of meetings required in this section. The Club will make a good faith effort to maintain an up-to-date database of home and email addresses along with phone numbers for all members. Member's personal information shall be kept confidential and shared with member's approval only with members of the San Jose Pickleball Club. Member's personal information shall not be used by any person for commercial or political purposes, or to promote any personal causes not related to Pickleball and the San Jose Pickleball Club.

ARTICLE IV - ELECTIONS:

All dues-paying members have full voting privileges in all elections. Members who have not paid the current year's dues are not eligible to vote until the dues are paid. Election to the Board of Directors will be the first item of business at the annual membership meeting. All elected positions shall be filled by a majority vote of the membership attending that meeting. If there is more than one candidate for a position, the election shall be by secret ballot.

ARTICLE V - COMMITTEES

The Board of Directors may create committees, as needed, to assist with coordinating the activities of the Club. Examples of possible committees are Executive Committee, Tournaments, Policies, Newsletter, and Community Liaison. Committee members will be appointed by the President with the advice and consent of the Board of Directors

Section 1: Quorum, A quorum for any committee, including the Board of Directors, shall be 51% of the members of that committee. In the event there is no quorum, any committee may meet but cannot conduct any business that requires a vote. A quorum for any membership meeting shall be 20% of the membership not including honorary members. Members of the Board of Directors are members of the Club and shall be counted toward establishing a quorum at membership meetings

ARTICLE VI - BY-LAWS AMENDMENTS

Section 1: These By-Laws may be amended at any time by a two-thirds majority vote of the Membership.

Procedure, Amendments to these By-Laws shall be proposed by the Board of Directors or by petition by at least 20% of the overall membership not including honorary members. Proposed amendments, whether by the action of the Board or by petition, shall be submitted to the membership for consideration and ratification at a membership meeting or a special meeting. Ratification of proposed amendments shall require a two-thirds majority vote of the members present and qualified to vote at the membership meeting or special called meeting. Voting on By-Laws amendments shall be by secret ballot. All amendments to these By-Laws shall take effect immediately upon ratification by the membership. Any amendments to these By-Laws shall be communicated to all members by email.

ARTICLE VII – DISSOLUTION

Section 1. On dissolution of the club, any tangible assets will be donated to the surrounding area Pickleball Clubs; funds remaining in the treasury shall be donated to USAPA.

Approved by the Board of Directors on June 9th, 2021