

# GC PICKLEBALL CLUB

## Constitution and Club By-Laws

Amendment: 06

Dated: June 28, 2024

### **CONSTITUTION:**

The Members of the GC Pickleball Club (“GCPC”), formerly identified as the “Gold Canyon RV Park Pickleball Club”, as per the “Constitution and Club By-Laws” dated March 6, 2014 , do enact this Constitution and By-Laws as our governing documents.

**Purpose of the Club:** To promote the sport of Pickleball for all residents and registered guests of the Gold Canyon RV & Golf Resort (“GCRV”). In the event of a conflict between these bylaws, the governing documents of the GCRV shall prevail.

**Function of the Club:** To provide leadership, offer instruction, promote a positive atmosphere of support and enjoyment for all. With the approval of the GCRV Management and the GCPC, opportunities for sponsoring tournaments as well as other competitive events may be offered.

**Membership:** Membership is open to all residents of the GCRV.

**Officers:** The Executive Board consists of the: President, Vice President, Treasurer, Secretary and Communications Director. Each position can be a couple but each position only receives one vote at Executive Board Meetings. They may each vote independently at General or Annual General Meetings. Officers’ Duties are presented in Article V - Officers.

**CLUB BY-LAWS:** These By-Laws shall serve to guide the affairs of the GCPC.

### **ARTICLE I - MEMBERSHIP**

Section 1. Membership will be open to applicants who agree to abide by the GCRV Code of Conduct\*. Membership, when granted, will be without regard to race, color, creed, national origins, sex, age, disability or sexual preference.

Section 2. The Executive Board shall set the dues for Membership and will advise the Membership of any changes deemed appropriate. Membership runs from October to September each year and must be renewed each year with payment of said dues.

Section 3. A Member in good standing:

- a. Has paid current membership dues
- b. Is in compliance with GCRV Code of Conduct\*

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- c. Is permitted to vote on motions made at Annual General Meetings (including election of Executive Board members) and General Meetings

Section 4. Voting rights: One vote per motion and one vote per open position

Section 5. Member Privileges: Only Club members whose dues are paid in full and are otherwise in good standing will be allowed to participate in Club organized events such as, but not limited to, skills and drills, tournaments, round robin play and social events.

Section 6. Any member in violation of the GCRV Code of Conduct\* will receive a written warning from the Executive Board and said warning will be copied to GCRV management. Should there be a second offense, the Executive Board shall remove that Member from the GC Pickleball Club.

\* GCRV Code of Conduct: 3.1 Interference/Harassment: The following types of conduct are examples of conduct which are prohibited: Language or conduct that threatens, harasses, intimidates, annoys or interferes with the peaceful enjoyment of The Resort by others.

### **ARTICLE II - MEETINGS**

Section 1. Meetings may be held as required and called by the Executive Board.

Section 2. One Annual General Meeting of the Club shall be held no later than the first full week in March of each year. Additional meetings may be added if deemed necessary by the Executive Board. Officers will be elected for the following season at the Annual General Meeting. Officer's terms are to run from March to the following AGM.

### **ARTICLE - III OFFICIAL BUSINESS**

Section 1. Official business may be conducted at any membership meeting for which proper notification has been issued.

- a. Decisions by vote are made by majority of Members present at the meeting.
- b. An Electronic vote may be done on special issues as designated by the Executive Board. The issue would be explained on the current website, followed by an invitation for all Members to use the website and/or email to discuss the motion for one week. Following that there would be three days available for electronic voting on the motion. The majority vote from all responders/voters would decide the outcome of the vote.
- c. If more than one Member is nominated for any elective position, voting shall be by secret written ballot. In the event of only one (1) candidate being nominated for an open board position, that

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candidate will be deemed to have been elected by acclamation and there will be no election for that position. Acceptance of candidates elected by acclamation will be voted on at the Annual General Meeting.

### Section 2. Finances

- a. Signing authority for the GCPC shall require two signatures on all checks, namely the Treasurer and the President. In the absence of either, or to mitigate any potential conflict of interest, the Vice President and/or Secretary shall also have signing rights.
- b. A Review of the financial records shall be conducted each March for the previous fiscal year. The Reviewer shall be appointed by the Executive Board, preferably a GCPC member, and not on the respective years Executive Board
- c. The fiscal year for the GCPC begins the start of each March and concludes end of February the following year.
- d. Maintenance of Financial Records: Financial records must be kept for the previous year(s) and the current year, and shall be maintained by the Treasurer for a minimum of three years.

## ARTICLE IV - CONDUCT OF MEETINGS

Section 1. Meetings will be conducted in accordance with Roberts Rules of Order (simplified)<sup>1</sup> except as may be provided elsewhere in this Constitution and Club By-Laws.

## ARTICLE V - OFFICERS

Section 1. The President must organize and conduct all meetings according to Roberts Rules of Order (simplified)<sup>2</sup> and be concerned with the overall smooth operations of the club. The President will have sole responsibility to maintain communication with GCRV management in all matters pertaining to the GC Pickleball Club.

Section 2. The Vice President will assist the President whenever required to do so and assume the duties of the President when he/she is unavailable. The Vice President will be responsible for the selection of court scheduling committee members (from a list of volunteers) and will serve as an advisor of that committee.

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<sup>1</sup> See Roberts Rules of Order Cheat Sheet

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Section 3. The Treasurer will prepare and present a financial report at each meeting. The Treasurer shall have the authority to pay for capital and operating expenditures (e.g. pickleballs, social expenses, etc.) in accordance with annual budgets developed and approved by the Executive Board.

Section 4. The Secretary will keep notes and prepare minutes of every meeting called by the President. The Secretary will also retain these By-Laws in good order and have them for reference at every meeting. The Secretary shall maintain the current membership list with the assistance of the Treasurer.

Section 5. The Communications Director will be responsible for managing internal and external communications for the GC Pickleball Club. The Director will work with Club members and Executive Board members to raise the visibility of pickleball throughout the resort.

Section 6. Officer elections are held every March. The Vice President is elected every year and elected President by succession the following year. Once the President's term is completed, that member must wait two (2) years before running for an additional term of Vice President. The Treasurer, Secretary, and Communications Director are each elected for two-year terms. The Treasurer and Communication Director are elected in odd years, and the Secretary in even years. The Treasurer, Secretary and Communications Director may serve additional terms if endorsed by the Nominating Committee and elected by the Membership.

In the event of a mid-term vacancy the Executive Board shall seek a replacement officer to serve until the next election.

### **ARTICLE VI - COMMITTEES**

The Executive Board has the responsibility of forming and assigning committees as needed beyond the following listed:

Section 1. **Facilities and Courts Committee** will work with the Executive Board in determining the needs and costs of court improvement, facility cleaning and any other needs. Other related matters, such as pickleballs, bulletin boards, storage, etc. will fall to this committee.

Section 2. **Court Scheduling Committee** will be responsible for coordinating courts and play time. The committee shall be comprised of one novice player, two intermediate players, and one advanced player. The committee will choose its chairperson from the committee members. This committee will consult the Membership and draft and propose the schedule that will be used for play during scheduled times. The draft schedule will then be presented to the Executive Board for draft approval, and then be presented, by the GC Pickleball Club President, to GCRV Management for draft approval. The

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Executive Board and GCRV Management draft approved schedule will then be presented to the Membership for approval. Minor changes to the schedule may be made without Membership approval throughout the season to provide enhanced play, provided those changes are not more than 5% of the hours scheduled.

Section 3. **Nominating Committee** - No later than January the President must appoint a Nominating Committee. Candidates for election will be presented to the Executive Board and must be presented to the Membership one week prior to the Annual General Meeting.

Section 4. **Training/Instruction Committee** - Establish and conduct Pickleball training programs.

Section 5. **Social Committee** - This committee is responsible for the organization of pot-lucks, cookouts, etc.

Section 6. **Tournament Committee** - This committee shall be responsible for organizing a number of social tournament play dates. They will determine the format of play and number of available spaces to available dates.

Section 7. **By-Law Committee** - This committee shall be responsible for managing reviews and requested amendments to the Constitution and Club By-Laws. They shall work in accordance with Article VII. The executive board will invite Members with preferred Board Governance and By-Law review experience to serve on the GCPC By-Laws Committee. One Executive Board member will serve on the Committee as liaison. The Committee will select a Chair and recording secretary from Committee Members.

Section 8. **Advisory Committee** - The President may appoint an Advisory Committee if and when deemed necessary in order to draw on the experience and knowledge of non-elected members.

### ARTICLE VII - AMENDMENTS OF BY-LAWS

Section 1. These By-Laws have been approved and accepted by the Executive Board. Changes and/or amendments may be made by the following process:

- a. Motion(s) to make changes or amendments may be presented to the Executive Board and By-Law Committee for consideration.
- b. At least one week before a General or Annual General Meeting, notice of motion(s) to make changes must be displayed in such a manner as to give Members an opportunity to read them.
- c. Membership shall approve the proposed changes or amendments as a package at a General or Annual General Meeting.

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Section 2. By-Laws shall be reviewed at least once in each three year term.

### 1/ Attachment

#### **Student Publications** ***Roberts Rules of Order Cheat Sheet***

*Robert's Rules of Order is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. The original book dates back to 1915. Because of its age, the book has been adapted many times and has specific rules about meeting processes, making it confusing to some.*

*The following is the structure of a typical meeting using this method.*

#### **1. Call to order.**

#### **2. Roll call of members present.**

#### **3. Reading of the minutes of the last meeting.**

- Meeting leader typically will ask if there are any additions or changes to the minutes.
- This typically will be followed by a vote to approve the minutes.

#### **4. Officers' reports**

- These are simply updates and do not include votes.

#### **5. Committee reports**

- These also are updates and do not include votes.

#### **6. Old business**

- This is important business previously planned for discussion at the current meeting.
- This can include items that were discussed at the last meeting, but more information was needed or they weren't on the agenda for a vote. • Old business can include votes.

#### **7. Regular business**

- This is any item listed on the agenda as regular business for the body to discuss.
- The body can vote on each issue listed on the agenda.
- The body cannot vote on any item not listed on the agenda.
- The body also can vote to table discussion of any item until a later meeting, but they must either set a date for more discussion or postpone indefinitely.

#### **8. New business**

- Any new business before the body that requires a vote.

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- This must also include a description on the agenda.

### **9. Announcements**

- These are announcements from the body, but do not include votes.

### **10. Adjournment**

- The meeting leader will move for adjournment, signifying the end of the meeting.

*Motions are typical methods used by members of a body to express themselves during a meeting. A motion is a proposal that the entire membership can take action on. There are six basic types of motions:*

#### **1. Main Motions:**

- Introduces items to the membership for their consideration.
- They cannot be made when any other motion is on the floor.

#### **2. Subsidiary Motions:**

- Change or affect how a main motion is handled, and is voted on before a main motion.

#### **3. Privileged Motions:**

- Bring up items that are urgent about special or important matters unrelated to pending business.

#### **4. Incidental Motions:**

- Provide a means of questioning procedure concerning other motions and must be considered before the other motion.

#### **5. Motion to Table:**

- Used in the attempt to "kill" a motion.

#### **6. Motion to Postpone:**

- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken.
- Also, debate is once again open on the main motion.
- This can be a postponement until a set date or indefinitely.

Motions are presented by:

- Obtaining the floor
- Wait until the last speaker has finished.
- Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
- Wait until the Chairman recognizes you.
- Make Your Motion using "I move that we."
- Wait for Someone to Second Your Motion
- Another member will second your motion or the Chairman will call for a second.

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- If there is no second to your motion it is lost.

Source [Robertrules.org](https://www.robertsrules.org)