

GC PICKLEBALL CLUB

Constitution and Club By-Laws

Amendment: 05

Dated: February 26, 2024

CONSTITUTION:

The present 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 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 and Secretary. 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.

Fees: An annual membership fee will be required to be a GCPC member. The annual membership fee will be set by the Executive Board.

CLUB BY-LAWS: These by-laws shall serve to guide the conduct of the affairs of the GCPC.

ARTICLE 1 - RIGHTS AND OBLIGATIONS OF MEMBERS

Section 1. The main purpose of this club is to provide the opportunity for residents of the GCRV to enjoy the sport of Pickleball.

Section 2. Members in good standing shall have the right to vote at all meetings, to hold office and to participate in all club activities. It is hoped that all members will take an active part in club committees and in club activities. In good standing means all fees owed the club have been paid.

Section 3. Members have the duty and obligation to behave themselves in a manner consistent with good taste, good manners, good sportsmanship, and established conduct of play.

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Section 4. Membership fees will be paid each season through the GCPC Treasurer, or designee. Membership term shall run from October through September. Fees are used for pickleballs, socials, and other needed supplies or equipment.

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 the majority of members that are 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. Then there would be 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 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. An audit of the financial records shall be conducted each March for the previous fiscal year. The auditor 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.

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- 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)¹ 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)² and be concerned with the overall smooth operations of the club. The President will also maintain close liaison with the GCRV management.

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 also maintain a close liaison with the GCRV management.

Section 3. The Treasurer will prepare and present a financial report at each meeting. The Treasurer will also maintain a close liaison with the GCRV management. 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.

Section 5. Officer term of office is recommended to be a succession whereby the Vice President shall serve as the President in the subsequent year. The Treasurer and Secretary will each serve a two year term, being elected in alternate years.

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

¹ See Roberts Rules of Order Cheat Sheet

² See Roberts Rules of Order Cheat Sheet

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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 and the GCRV management 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. 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 and Vice-President, to GCRV Management, for draft approval. The 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 membership 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 organization of pot lucks, cookouts, etc.

Section 6. **Tournament Committee** - This committee shall be responsible to organize 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 to managing reviews and requested amendments to the 'Constitution and Club By-Laws. They shall work in accordance with Article VII.

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

ARTICLE VII - AMENDMENTS OF BY-LAWS

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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 changes or amendments at a General or Annual General Meeting.

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

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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.
- 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.

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

Source Robertsrules.org