

# TELLICO VILLAGE PICKLEBALL CLUB BYLAWS

*Revised September 24, 2018*

## **Article I – Name**

The name of this organization shall be the Tellico Village Pickleball Club (TVPBC).

## **Article II – Purpose**

The TVPBC is a social organization formed to provide a fun, friendly and healthy recreational activity for all TVPBC members.

## **Article III – Membership**

**Section 1:** Members shall abide by the TVPBC's Bylaws, Policies and Procedures and will have the opportunity to actively support and participate in TVPBC functions. Membership entitles each member a vote for TVPBC Officers and Directors and for Bylaw changes as further defined in Article VII and Article IX of these Bylaws.

**Section 2:** Annual dues established by the Board of Directors (BoD) for the period from the first day of February through the last day of January, shall be required for full participation as a member of the TVPBC.

**Section 3:** Membership in the TVPBC shall be terminated by voluntary withdrawal, nonpayment of dues or POA assessments, violation of the provisions of these Bylaws, or violation of Policies and Procedures promulgated by the TVPBC, TVPOA and the Recreation Department.

## **Article IV – Board of Directors**

**Section 1:** The BoD shall consist of four elected Officers and three elected Directors of the TVPBC, namely, President, Vice-President, Secretary, Treasurer, Director of Social Activities, Director of Training and Director of Evaluations. All seven may vote.

**Section 2:** The BoD shall have the overall governing authority, consistent with the TVPBC Bylaws and shall appoint Committee Chairpersons deemed necessary to carry out the functions and objectives of the TVPBC. The BoD shall also be responsible for providing a description of the duties of each appointed Chairperson.

While the BoD may appoint committee members, it will generally be left to the appointed committee Chairperson to select the members of his/her committee.

**Section 3:** The terms of the elected Officers and Directors shall be for two years commencing the first day of March through the last day of February; except that for the first election after adoption of these Bylaws, and for the purpose of continuity for future BoDs, the President, Treasurer and Director of Training shall be elected for a two year term and the Vice-President, Secretary, Social Director and Director of Evaluations shall

be elected for a one year term. After that election all elective positions will be for a two year term.

Appointments to any Board of Director vacancies will be made by a majority vote of the BoD at the next regularly scheduled monthly meeting. Said appointment will remain in place until the next election as described in Article VII – Election Procedures. The Appointee shall meet the requirements of Article IV, Section 1.

## **Article V – Duties of Officers**

### **President:**

Shall assume club leadership, preside at all monthly meetings and may call special meetings as needed. The President will generally be a spokesperson for the TVPBC. He/she shall also be responsible for issuing Policies and Procedures for TVPBC activities to be approved by the BoD.

### **Vice-President:**

Shall assume the duties of the President in his/her absence and generally assist the Club in all functions as necessary.

### **Treasurer:**

Shall collect dues and fees, disburse all funds as approved by the BoD and provide an oral and written financial report at each scheduled monthly BoD meeting and also provide a written financial report at the annual general meeting in February.

As the President has bank authority, the President shall assume duties of the Treasurer in the Treasurer's absence.

### **Secretary:**

Shall take minutes of the TVPBC's scheduled monthly BoD meetings and Special or Emergency meetings, and shall distribute copies as soon as possible to the BoD for review and approval at the next scheduled meeting.

In the event of his/her absence the Treasurer or any member that is designated by the President or Vice-President shall perform this function.

Shall maintain historical records of the TVPBC, such as monthly BoD minutes, minutes of Special or Emergency meetings, Bylaws and revisions, pickleball policies and procedures and other formal documents of the TVPBC necessary for historical purposes. The minutes taken at Special or Emergency meetings called for the purpose of the BoD discussion of personnel matters that are closed to the membership of the TVPBC shall be retained in a confidential manner, separate from all other minutes.

### **Director of Social Activities:**

Shall be responsible for the organization of social events in order to encourage social interaction among all TVPBC members.

### **Director of Training:**

Shall be responsible for establishing and conducting viable training programs for all the members of the TVPBC. The BoD must approve all programs.

Shall organize a group of instructors to assist with various training programs. Shall conduct training classes for novice players

Shall establish training clinics for all TVPBC members interested in improving their pickleball skills and assign qualified instructors to assist in the training program.

### **Director of Evaluation:**

Shall establish criteria for review of the playing skills for placement and advancement of TVPBC members. These criteria will be reviewed and approved by the BoD.

Shall recruit and train a group of Evaluators for the purpose of reviewing the playing skills of TVPBC members.

Shall review the evaluations to determine if the members will be advanced.

## **Article VI – Meetings**

**Section 1:** The BoD shall meet on a Quarterly basis for a workshop, unless a Special or Emergency meetings is called by the President. A majority of the BoD must be in attendance to constitute a quorum for voting purposes.

**Section 2:** TVPBC members will be encouraged to attend all meetings, except as noted below, for the purpose of understanding the actions that the BoD is taking on behalf of the members and for the members to present to the BoD any items of concern that may help improve the operation of the TVPBC for all members.

Minutes of all meetings, except those Special or Emergency Meetings that pertain to discussions of personnel matters alluded to in Article IV Section 2, will be made available to all members of the TVPBC.

TVPBC members may not attend any Emergency or Special meetings that pertain to the BoD discussion of personnel matters regarding any member of the TVPBC, including members of the BoD.

**Section 3:** An annual general membership meeting shall be held February of each year for the primary purpose of electing officers and outlining general plans for the coming year. This important meeting can be combined with a social activity. The date, location and time will be announced by the President at least four weeks prior to the actual meeting. A quorum shall consist of a majority of the BoD and 10% of the TVPBC Membership including Proxy Votes unless the members running for open positions are uncontested.

## **Article VII– Election Procedures**

**Section 1:** A Nominating Committee of at least three TVPBC members shall be appointed by the President at least ninety days prior to the annual general membership meeting in February. The committee will be charged with soliciting, receiving and then announcing all the nominations for each office no later than thirty days prior to the annual general membership meeting. The Nominating Committee will also administer

the election at this general meeting, tally the votes for each office and present the election results to the President.

**Section 2:** All members of the TVPBC are eligible for election to any of the seven elective positions described in Article IV, Section 1.

**Section 3:** Upon receiving the tally of votes, the President will announce the results of the election at the annual general meeting.

If an office remains or later becomes unfilled, the BoD shall appoint a TVPBC member of the Club to the vacant position. (Article IV Section 1 applies).

## **Article VIII – Fiscal Year**

The fiscal year of the TVPBC shall start the first day of February and shall terminate the last day of January.

## **Article IX Amendments**

**Section 1:** Any member of the TVPBC, in good standing, may propose an amendment to these Bylaws. The proposed amendment shall be delivered to the President in writing with supporting documentation, as needed.

**Section 2:** Within two months, the BoD at a regular meeting must vote the proposed amendment on. If approved, the proposed amendment shall then be presented to the TVPBC membership for approval at a Special meeting called for such a purpose.

Notice of said meeting must be posted in writing at least 30 days in advance specifying the nature of the proposed amendment to be voted upon.

**Section 3:** A two-thirds majority vote of the membership present, including proxy votes, shall be required to adopt any amendment to the Bylaws.

## **Article X – Conflict of Documents**

In the case of any conflict between any part of these Bylaws and the Bylaws of the TVPOA or the Tellico Village Recreation Department, that part of these Bylaws shall be inoperative and must be amended to bring that part into compliance.

## **Article XI – Dissolution**

On dissolution of the Club, all funds remaining in the treasury and any equipment purchased by or donated to the club shall be given to the Recreation Department for use as they deem necessary.

Any equipment loaned to the club will be returned to the lender.

*This version of the Tellico Village Pickleball Club Bylaws, as amended, has been ratified by the Executive Committee.*

Signed by:

President: Rich Karakis

Vice President: Pete Young

Secretary: Jane Jones

Treasurer: Karen Birch

Social Director: Jacquie Connor

Training Director: John Reed

Evaluation Director: Joan Bowen