

FPC Constitution and Bylaws



Article 1: Name

The name of the organization is Fredericton Pickleball Club ('FPC').

Article 2: Purpose

The purpose of the FPC is to provide members:

- a. the opportunity to play pickleball both recreationally and competitively.
- b. the training and programs to improve their skill level of pickleball.
- c. the opportunity for fun, exercise and social interaction.
- d. pickleball information to promote pickleball.

Article 3: Membership

Eligibility. Any person who is a registered member of Pickleball Canada and has paid current membership dues to the FPC shall be considered an active member.

Article 4: Dues, Voting Rights, Suspension, and Expulsion

1. *Membership Dues.* The Executive Committee recommends the annual dues to be approved at the Annual General Meeting (AGM). Renewal of annual dues are payable on or before January 1 of each year.
2. *Voters.* The voting members of FPC shall be paid-up members.
3. *Application for Membership.* Application for membership is to be submitted to any member of the Executive Committee on the single form titled 'Member Information, Insurance Waiver and Consent'.
4. *Suspension or Expulsion of Members.* The Executive Committee shall have the power to suspend or expel any member for cause. Any member who fails to pay dues when they are due shall automatically be suspended from membership without notice until the dues are paid.

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Article 5: Meetings of Members

1. **Annual General Meeting.** The Annual General Meeting (AGM) of FPC shall be held every April at a time and place set by the Executive Committee. All resolutions passed at the AGM will take effect at the close of the AGM.
2. **Special General Meeting.** A Special General Meeting (SGM) shall be called at any time to handle urgent issues that are vital to FPC. SGM discussions are limited to the agenda items in the Notice of Meeting. For additional clarity, agenda items cannot be added during the SGM.
3. **Notice of Meetings.** Notice of the date, time, place and agenda shall be sent electronically to all members not less than 7 days before an AGM or an SGM.
4. **Quorum and Voting.** At an AGM or SGM, the presence, either in person or by any communication device, 3 Executive Committee members and minimum of 20 additional members shall constitute a quorum. A 2/3 majority of those voting shall constitute the action of FPC.
5. **Robert's Rules.** All meetings of FPC shall utilize Robert's Rules of Order.

Article 6: Executive Committee and Officers

1. **Responsibilities.** The Executive Committee shall be the Board of Directors and shall manage the affairs of the FPC. The Executive Committee shall determine the direction of FPC and is responsible for the day-to-day operation of FPC.
2. **Composition of the Executive Committee.** The Executive Committee shall be composed of the President, the First Vice President, the Second Vice President, the Treasurer, the Secretary and the Immediate Past President. A President who does not complete his/her term of office shall not become the Immediate Past President unless confirmed by a majority vote of the Executive Committee.
3. **Officers and Terms.** The Officers of FPC are the President, First Vice President, Second Vice President, Secretary and Treasurer. The Officers shall take office at the first Executive Committee meeting following the AGM. The first Executive Committee meeting shall be held within 30 days following the AGM. Their terms will extend to the first Executive Committee meeting following the next AGM. The Executive member terms of office are set at 3 years and no more than 2 consecutive terms of office can be served by an FPC Executive

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member. Any further terms of office may only be permitted after 1 year absence from the Executive.

4. **President.** The President shall preside over Membership and Executive Committee meetings. The President shall appoint, with the approval of the Executive Committee, committee chairpersons.
5. **Vice Presidents.** The First Vice President shall assist the President in the performance of the President's duties and shall exercise all powers of the President in the case of the President's resignation, incapacity, removal, or death. The First Vice President shall preside over Membership and Executive Committee meetings when the President is not present. The Second Vice President shall assume responsibility for special projects as they arise and shall perform other duties as assigned by the President and Executive Committee.
6. **Treasurer.** The Treasurer shall be the Chief Financial Officer and shall be responsible for the financial management of the organization.
7. **Secretary.** The Secretary shall keep the minutes of all Annual General Meetings, Special General Meetings and Executive Committee Meetings, and these Minutes shall be sent to FPC members.
8. **Vacancies.** A vacancy of the President shall be filled by the Vice President until the next AGM. A vacancy of the Vice President, Secretary or Treasurer shall, by a majority vote of remaining Executive Committee, elect a successor for the unexpired term of the vacating member. A vacancy of the Immediate Past President shall not be filled until the next AGM.
9. **Quorum.** A quorum at Executive Committee Meetings is 3 members of the Committee.
10. **Action Without a Meeting.** Any action required of any committee can be taken without a committee meeting if the majority of the committee members consent to taking the action without a meeting. The consent shall be in the form of an email.
11. **Removal of Officer.** A Special General Meeting of members is required to remove an Officer of FPC.
12. **Remuneration.** The Executive Committee members shall serve as such without remuneration and no Executive Committee shall directly or indirectly receive any profit from his position. Reasonable expenses incurred by any Executive Committee member in the performance of duties will be paid.

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13. **Additional Committees.** The FPC may establish specific committees as deemed necessary to ensure the efficient operation of FPC.
14. **Minutes of Meetings.** All committees shall keep minutes of their proceedings, copies of which will be sent to the Secretary.

Article 7: Rules of Play

FPC will follow current rules of the International Federation of Pickleball (IFP).

Article 8: Adoption of new or amendment of existing Bylaws.

The Constitution and Bylaws. To add, delete or modify the Constitution and Bylaws of FPC, a 2/3 majority vote of members present at an AGM is required. Those members present, either in person or by any communication device, must include 3 Executive Committee members and a minimum of 20 additional members.

Article 9: Financial Administration

1. **Fiscal year.** The fiscal year of FPC shall be January 1 to December 31 unless changed by the Executive Committee.
2. **Spending Limits.** The Executive Committee has the right to make and pay for expenses as per the approved Budget. The Executive Committee has the right to make other expenditures up to \$1,500 without additional approval for items like equipment, tournaments, social events or new rental gym space. All other expenditures require the approval of 2/3 of the membership via an email request, or via an SGM which requires the approval of 2/3 of the members present.
3. **Cheques.** FPC cheques shall be signed by any two of: President, First Vice President, Second Vice President, Secretary, or Treasurer. Normally, cheques are signed by the President and Treasurer.
4. **Bank Account.** A separate FPC bank account must be used to transact all FPC finances.
5. **Budget Approval.** The annual Budget for the upcoming year will be presented at the AGM and this Budget requires approval of 2/3 of the members present.

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6. **Cessation of Operations.** Should FPC cease to operate, all funds remaining, less payables and other liabilities, shall be distributed to the members.

Article 10: Actions of Committee Members

Every Committee member of FPC, in exercising his/her powers and discharging his/her duties, shall act honestly and in good faith with a view to the best interests of FPC and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Article 11: Books and Records

All books of account shall be kept by the Treasurer. The Secretary shall keep copies of this document, the minutes of the Executive Committee meetings, AGMs and SGMs.

Article 12: Execution of Documents

Contracts, documents, or any instruments in writing requiring the signature of the FPC, shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the FPC without any further authorization or formality. The Executive Committee shall have power from time to time by resolution to appoint an officer or officers on behalf of the FPC to sign specific contracts, documents, and instruments in writing.

Article 13: Auditors

The members may choose to appoint an auditor to audit the accounts of the FPC for a report to the members at the next AGM. The remuneration of the auditor shall be fixed by the Executive Committee.



President



Secretary

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