

# BYLAWS OF

## FRONTENAC PICKLEBALL CLUB

### Article I. Name

**Name:** The name of the organization shall be Frontenac Pickleball Club (FPC).

### Article II. Mission

**Statement:** The mission of the Club is to promote the game of pickleball by welcoming players at all skill levels to join us for exercise, camaraderie, friendly competition and fun.

### Article III. Seasons

**Outdoor (Summer) Pickleball Season:** The Club runs outdoor pickleball at the Centennial Park courts in Harrowsmith, ON, from approximately 1 May to 30 September (weather dependent).

**Indoor (Winter) Pickleball Season:** Dependent upon availability, the Club may run indoor pickleball at the Free Methodist Church gym in Harrowsmith from approximately 1 October to 30 April. Due to facility limitations, players are limited to 18 maximum. Pre-registered players will be given preference. Pickleball Ontario (PO) members may drop-in but will not be permitted to play if the session is full. Players are strongly encouraged to pre-register using the scheduling app. Player limits and cost are subject to change.

### Article IV. Annual Club Membership

**Annual Club Membership:** Annual Club membership offers members the use of Club equipment such as balls and nets, sanitizing supplies, access to Club email communications and Facebook group news, as well as invitation to occasional Club social activities. Membership runs from 1 January to 31 December. All members of FPC, without exception, must be registered members of PO, and must complete and sign the FPC Waiver of Liability. Prospective members will be permitted to participate as visitors on three occasions only, prior to joining, and once they have completed the Waiver of Liability, after which they will be required to show proof of membership in PO. Non-FPC members have none of the benefits of Club members.

### Article V. Governance

**Governance:** Frontenac Pickleball Club is an affiliated member of Pickleball Ontario (PO). The Executive Committee (EC) of FPC, ideally, is comprised of a President, Treasurer and Secretary/Membership Coordinator. If the Secretary position remains

vacant following the nomination process, then a Director-at-Large (DL) position will be filled to maintain a 3-person EC.

The term of the EC is two years for President and Director(s)-at-Large (DL). The term start dates will be staggered to ensure there is continuity within the committee. The President's term will begin on 1 January. The DL's term will begin on 1 July, following the AGM. The President must maintain the confidence of the other EC members. In the event of resignations, the EC, at its discretion, may appoint replacements or call for a special election. The President and DL are limited to two consecutive terms in the same position. The Treasurer and Secretary positions are renewed annually per approval of the membership at the AGM, and terms are unlimited. The Past President becomes a non-voting member of the EC and acts in an advisory capacity.

Volunteer Coordinators (VC) assume various responsibilities including, but not limited to those outlined below. Volunteer Coordinators are not part of the EC.

**General:** Sixty days prior to the conclusion of the President's two-year term the EC will organize a nominating committee to recruit new Executive member(s) and Volunteer Coordinators.

## **Article VI. Duties of the Executive Committee (EC)**

### **Duties of the Executive Committee:**

**President:** The President shall preside over all Club meetings and be accountable for the overall operation of the Club. The President is also responsible for overseeing all Club communications, communicating with South Frontenac Township Parks and Recreation Department and liaising with community principals regarding indoor play. The President will lobby for facility improvement and engage in other duties to enhance Club function.

**Treasurer:** The Treasurer will maintain records of member payments, manage the financial obligations of the Club, retain receipts for all financial transactions, manage petty cash, bank account(s), prepare financial spreadsheets and reports as may be required, assist in administering the scheduling software and participate in EC decision-making responsibilities.

**Secretary/Membership Coordinator:** This position coordinates with the Treasurer and the main tasks associated with this position may include administering the Club section of the Pickleball Canada National System (PCNS), maintaining the master membership list, updating the email distribution list, updating membership information for indoor and outdoor play, administering the Club Facebook page, administering the scheduling software, monitoring the club Gmail account by directing or responding to inquiries as appropriate, preparing and distributing Club communications on behalf of the EC, and participating in EC decision-making responsibilities. All responsibilities may be shared by other members of the EC as needed.

**Directors-at-Large:** The Director(s)-at-Large actively participate(s) in general meetings of FPC and in meetings of the EC. The DL may be asked to attend public events and serve as an advocate for the Club. He/she may participate in various committees and other duties as needed. The DL will participate in EC decision-making responsibilities.

## **Article VII. Duties of the Volunteer Coordinators (VC)**

### **Duties of the Volunteer Coordinators:**

**Equipment Manager:** Responsible for the efficient and timely management of the Club equipment (monitoring condition of equipment, maintaining adequate supply of equipment and consumables, under the guidance of the EC.) Enlist the support of other Club members to assist as required.

**Special Events:** Responsible for organizing social and special events under the guidance of the EC. Enlist the support of other Club members to assist as required.

## **Article VIII. Rules of Membership**

### **Rules of Membership:**

1. You must abide by the Club Bylaws and PO Code of Conduct guidelines.
2. You must demonstrate respect, sportsmanship and courtesy at all times, on and around the courts, with Club members and others who may be using the same facilities. Any acts of discrimination or intimidation will not be tolerated and must be brought to the attention of the session Coordinator or member of the EC at once. Based on the circumstances, a warning may be issued to the offender, and further occurrences may lead to suspension of Club play privileges.
3. You are expected to provide assistance when needed, or if asked by an EC member. The role of the EC is to organize work, solicit assistance and oversee the activities. This requires a clear understanding by all Club members that many hands make light work, and your time and efforts will always be appreciated.

## **Article IX. Membership**

**Membership:** Membership is restricted to persons 50 years of age or older. Current members under the age of 50 are “grandfathered” and their membership status will not change due to age. Any person may become a member by following the Rules of Membership and abiding by the Club Bylaws. Membership rights can be revoked if a member fails to abide by the Club Bylaws and PO Code of Conduct guidelines.

## **Article X. Fees**

**Fees:** Club fees include annual membership as well as separate pay-to-play fees for indoor and outdoor seasons. Indoor (winter) pay-to-play fees are paid “per session”,

cover the indoor court rental costs and may vary from year to year, or be adjusted during the course of the season. Outdoor (summer) pay-to-play fees may be paid at a set rate for the full season, or paid daily at a set drop-in rate. Fees are reviewed and published periodically. They are to be set at a level to fund normal Club operations and to maintain a reserve fund that the Executive deems appropriate. Funds surplus to this will be used to subsidize various Club events and support club and community interests (e.g., AED, windscreens). Club operating costs include court rentals, equipment purchase and maintenance, administrative and consumable supplies.

### **Article XI. Membership Meetings**

**Membership Meetings:** Membership meetings are held as required. The Executive will communicate via Club internal email, announcing new policy and/or requesting feedback. An Annual General Meeting (AGM) will be held every Spring, close to the commencement of outdoor play. It is during these meetings that Club bylaws will be reviewed/approved as necessary, and new EC members will be elected. An agenda, notification of the meeting and any documents requiring review will be sent out to members 1 week prior to the AGM.

### **Article XII. Quorum**

**Quorum:** A quorum for Executive meetings shall consist of the President and one other member of the EC. A quorum for general membership meetings can be declared if there are at least 5 members including at least two members of the EC.

### **Article XIII. Financial Disclosure**

**Financial Disclosure:** On an annual basis, following the end of the fiscal year on 31 December, the Treasurer will prepare and communicate the financial status of the Club to the Club membership.

### **Article XIV. Privacy Policy**

**Privacy Policy:** FPC takes the privacy of its members seriously and will never share email or membership lists with an outside entity.

### **Article XV. Questions or Concerns**

**Questions or Concerns:** If you have any questions or concerns please feel free to contact any member of the EC.