



## Medicine Hat Pickleball Club Bylaws As Amended April 19, 2021

### Article 1 – Membership

- 1.1; Membership fees in the club shall be determined on a yearly basis by the board.
- 1.2; Full Membership in the club is open to any person upon completion of an application form and payment of the membership fee.
- 1.3; Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary.
- 1.4; The membership year will commence on January 1st (effective Jan 1 2022) and continue for twelve months. The anniversary for membership year may be changed by a majority vote at a General meeting.
- 1.5; Annual membership fees are due on May 1st of the membership year. In order to vote at a General or Special meeting, a member must be a member in good standing.
- 1.6; Any member who is deemed not to support the mission of the Club may have his membership revoked by majority vote of the Board of Directors.
- 1.7; No member of the Club shall be also a paid employee of the Club.

### Article 2 – Board of Directors

- 2.1; The Board of Directors of the club (hereinafter referred to as “the Board”) shall consist of the following Director positions:
- a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Four Directors at large.
  - f. Any vacancies will be filled by a club member in good standing through a majority resolution by the Board.

g. The Directors so elected shall form the Board, and shall serve until their successors are elected and installed.

2.2; The Board shall, subject to the bylaws or directions given it by majority vote at an Annual General Meeting properly called and constituted, have full control and management of the affairs of the club. Meetings of the Board shall be held as often as may be required and shall be called by the President or Vice President

2.3; The Board may from time to time form committees, including a nominating committee, to look after specific areas of interest on behalf of the club. Committees will be comprised of members and are chaired by a Director.

2.4; A person elected or appointed a Director becomes a Director if he/she was present at the meeting when being elected or appointed, and did not refuse the appointment. He/she may also become a Director if he/she were not present at the meeting but consented in writing to act as a Director before the election or appointment, or within ten days after the appointment or election, or if he/she acted as a director pursuant to the election or appointment.

2.5; Four Director Positions will be open for election by a vote of members of the club at the Annual General meeting. In one year the positions of president, secretary and two at large members will be held. In alternate years, the positions open for election will be vice president, treasurer and two at large members.

2.6; A Director will be considered to have resigned when the earliest of the following events occurs:

- a. Written resignation is received by the Secretary or the President.
- b. The Director ceases to be a member in good standing.
- c. The Director is absent without valid reason for three or more Board meetings.

2.7; A Director / Officer, upon a majority vote of the fixed membership of the Board of Directors, may be removed from office for any cause which the board may deem reasonable.

2.8; Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the society shall receive any remuneration for his/her services.

2.9; It shall be the duty of the President to:

- a. When present Chair all meetings of the Society and of the Board. In his/her absence, the VicePresident shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
- b. Shall be ex-officio a member of all Committees.
- c. Execute any contracts and other documents binding upon the club.

2.10; It shall be the duty of the Vice-President to:

- a. Shall preside at meetings of the Society and of the Board when the President is absent.
- b. Undertake actions for club reasonably required by the Board.

2.11; It shall be the duty of the Secretary to:

- a. Attend all meetings of the club and keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board.
- b. Have charge of all correspondence of the club and be under the direction of the President and the Board.
- c. File documents for the club whenever required.
- d. Keep a record of all members of the club and their addresses; send all notices of the various meetings as required.
- e. He/she shall have charge of the Seal of the society which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President.

2.12; It shall be the duty of the Treasurer to:

- a. Collect and receive the annual membership fees levied by the club and shall be responsible for the deposit of same in any financial institution the Board may order.
- b. Receive all monies paid to the club and shall be responsible for the deposit of same in any financial institution the Board may order.
- c. Properly account for the funds of the club keeping any such books and records as are required and directed.
- d. Present a full detailed account of receipts and disbursements to the Board whenever requested.
- e. Prepare with input from the Board, a yearly budget to be presented to the members at the Annual General meeting for their approval and/or amendment.
- f. Prepare for submission to members a statement duly audited as hereinafter set forth of the financial position of the club at the Annual General meeting and, a copy of same to the Secretary for the records of the club.

2.13; The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the club elected for the purpose at the Annual General meeting of the club.. The fiscal year of the club in each year shall be January 1 to December 31.

2.14; The books and records of the club may be inspected by any member of the club at the Annual General meeting or at anytime upon giving reasonable notices and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

2.15; The duties of a director can be delegated to another club member. The director retains the responsibility for those duties.

### Article 3 – Meetings

3.1; This Club shall hold an Annual General meeting on or before April 20th in each year. Notice shall be given at least 14 days prior to the date of the meeting to the last known email or phone number of each full member. At this meeting there shall be elected members to those positions which are open in that election year.

3.2 General meetings may be called by the Secretary upon instruction from the President or Board. Notices to members of general meetings shall be provided at least 14 days prior to the meeting to the last known e-mail or phone number of each member.

3.3; A Special meeting shall be called by the President or Secretary upon receipt by him of a written request by six members in good standing, setting forth the reasons for calling such meeting. Such meeting to be held within two weeks of receiving the request. Notices to members of special meetings shall be in writing to the last known email or postal mail address sent not less than 8 days before the meeting or may also be by telephone not less than 4 days before the meeting.

3.4; Board meetings shall be called by the President or Vice President. Notices of Board meetings shall be by telephone or email, not less than 3 days before the Board meeting. Any member in good standing may attend a Board meeting.

3.5; Emergency Board meetings may be requested by 3 or more elected Board members, such meetings to be held not more than one week after such request.

3.6; The quorum for all General and Special meetings shall be the lesser of, 10 or 51% of total members in good standing, present in person at the start of the meeting.

3.7; The quorum for all Board meetings shall not be fewer than four Directors present at the start of the Board meeting.

3.8; Any full member who has not withdrawn from membership nor has been suspended or removed from membership and who has paid all required membership fees applicable to the current year shall have the right to vote at any General or Special meeting of the club. Such votes must be made in person and not by proxy or otherwise.

3.9; At any meeting of the club a resolution put to vote is decided by a majority either by show of hands or by ballot. A tie vote does not pass. Notwithstanding, a resolution to add, rescind or amend a bylaw or to dissolve the club must follow the procedure outlined in Article 4.

### Article 4 – By-Laws and Club Dissolution

4.1; The Bylaws may be rescinded, altered or added to by a “Special Resolution”.

4.2; A Special Resolution can only be dealt with at a General Meeting. Members shall be given minimum 21 days notice of this meeting. At this meeting, a minimum of 75% of the vote must be in favour of this Special Resolution.

#### 4.3; Notification

a) The proper notice for an amendment must contain the following:

- the proposed amendment, precisely worded
- the current bylaw
- The bylaw as it will be worded if the amendment is adopted.

b) In order to be considered, the bylaw amendment proposal or motion to dissolve the club must include

- the name of the proponent(s)
- the rationale for offering the amendment or dissolution

c) the bylaw or motion to dissolve must first be submitted to the board for its consideration

d) Either the proponent or the board can submit the proposed amendment or motion to dissolve at a general meeting.

- The proposal must be made available to members a minimum of 21 days before the general meeting at which it will be discussed and voted on.

4.4; In these By-laws, the singular shall include the plural and vice-versa; the masculine shall include the feminine and vice-versa.

4.5; Upon the dissolution and windup of the affairs of the club, any remaining assets will be sold and donated to a charity of the current Boards choice.

4.6; Borrowing Powers: For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.