

CONSTITUTION
ARTICLES

MISSION STATEMENT

CLUB POLICY

Date: November 9, 2026

CONSTITUTION AND POLICIES OF THE NORTH BAY PICKLEBALL CLUB

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Definitions:

Board	Members of the North Bay Pickleball Club Board of Directors
NBPC	North Bay Pickleball Club
By-Laws	North Bay Pickleball By-Laws
Club Meeting	Annual General Meeting (AGM) or any other general membership meeting.
PAO	Pickleball Association of Ontario
Drop-in Fee	An amount for one day play set each semester by the Board.

Mission Statement

The North Bay Pickleball Club is dedicated to promoting and growing the sport of pickleball in our community. We strive to create an inclusive, welcoming environment for club members of all ages and skill levels, fostering sportsmanship, connection and active living.

Article 1: Board of Directors — Composition, Term of Office, Quorum

a) Number of Directors: Eight Directors will be elected from the members at the AGM and an acclaimed Past-President/Advisor (previous Board President or Board member willing to stay on the Board), will compose the NBPC BOD. All officers shall take office immediately following the AGM.

b) Election of Officers: At the AGM, or shortly thereafter, the Directors will elect/appoint an Executive comprised of the club President, Vice President, Secretary and Treasurer. The four remaining Directors will each assume one of the following positions: Volunteer Coordinator, Membership, Website/Communication, and Programming/Equipment. Duties of each officer are described in Article 2. Additional duties can be assigned with the agreement of the Directors.

c) Term of Office: Executive positions are for a one-year term. There is no restriction on the number of terms a person can serve.

d) Quorum: A quorum for conducting business at a Director's meeting shall consist of a majority of Directors who each hold one vote on motions/decisions made at meetings.

Article 2: Board of Directors — Duties, Vacancies, Removal of Director

a) **Responsibilities:** The club shall be managed by its Board of Directors, who shall establish, regulate, and direct the policies and objectives of the club. The Directors shall direct, review and approve all matters concerning the club. The Board will also work with the City of North Bay's Parks and Recreation Department to improve and expand playing facilities in North Bay, and where applicable, to assist and advise the Parks and Recreation Department with a municipally organized Pickleball program.

b) **President:** The President shall be the chief executive officer. The President shall preside over all meetings of the membership and board of directors' meetings. The President shall appoint with the approval of the Board, committee chairpersons and committee members where necessary. The President or their designate shall act as the chief spokesperson and negotiator for club activities, including applying through the City for club court use for the Spring/Summer session at Bourke Courts and at local schools for the Fall/Winter. The President will update the Board on the results of each application.

c) Vice President: The 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 Vice President shall preside over all meetings of the club or the Board at which the President is not present.

d) **Treasurer:** As Treasurer this officer shall be the Chief Financial Officer and shall be responsible for the financial management of the organization, including financial planning and budgeting, and shall provide a Treasurer's Report for review and

approval at all regular Board and Club meetings. The Treasurer shall perform such other duties as may be assigned by the President.

e) **Secretary**: As Secretary this officer shall give the notice of meetings and keep the minutes of all meetings. The notices of these meetings shall be sent out by the Secretary to the Board one month prior to the Annual General Meeting and one week prior to any Board meeting. The Secretary shall perform such other duties as may be assigned by the President. Meeting minutes shall be posted to the NBPC website following the Annual General Meeting and following all club meetings.

f) **Membership:** This officer will be responsible for monitoring club membership – including sending a welcome email to new members, setting up session, events and tournament sign up through our website. They will also be involved in facilitating club play by working with the Programming/Equipment Director (and other directors when required) to set up the Spring/Summer session playing schedule. The Membership Director shall perform other such duties as may be assigned to them by the President.

g) **Volunteer Coordinator:** This officer will be responsible for training and coordinating volunteers to run day-to-day morning and some evening sessions for the Spring/Summer session. They will also be responsible for securing insurance for all club events The Volunteer Coordinator shall perform other duties as may be assigned to them by the President.

h) Website/Communication Director: This officer will be responsible for updating our website, Facebook page and TeamReach with coming events, pictures, and information. The Website/Communication Director shall perform other duties as may be assigned to them by the President.

i) Programming/Equipment Director: This officer will be responsible for setting up club programming for the Spring/Summer session in the evenings and securing coaches/instructors when required. They work alongside the Membership Directors (and other directors if required) to set up a schedule for the morning timeslots. They will also be responsible for equipment provided by the club for day-to-day sessions and events. The Programming/Equipment Director shall perform other duties as may be assigned to them by the President.

j) **Past-President/Advisor:** As Past-President/Advisor, this officer will act in an advisory capacity to the current Board of Directors which will assist in establishing continuity from one Board to the next.

k) **Vacancies:** If a vacancy shall occur on the Board, the remaining members of the Board may, by a majority vote, elect a successor for the unexpired term, except that a vacancy in the office of the President shall be succeeded by the Vice President.

l) **Removal of Director:** At any meeting of the Board, any officer or member of the Board may, by a vote of not less than four/sevenths of the entire Board, be removed from office, with or without cause, and a successor may be elected pursuant to the provisions of these Bylaws.

m) **Ad-Hoc Committees:** Throughout their term, Board members may be required to form committees, which may also include active club members, to address recruitment, activities, tournaments, etc. Minutes, where applicable, will be taken from these committee meetings and will be presented to the Board. Once the committee(s) completes/resolves their objective/purpose, they will be dissolved.

Article 3: Protection of Directors

Every Director of the club, in exercising their powers and discharging his duties, shall act honestly and in good faith with a view to the best interests of the club, supporting the Mission Statement in Article 1, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, no director shall be liable for the acts, receipts, neglects or defaults of any other director, or for any damage or expense happening to the club.

North Bay Pickleball Club Policies

Section 1: Administration

Policy Number	Title	Date Approved / Effective
1.1	Conflict of Interest	2017

POLICY STATEMENT

To ensure that all members of the NBPC Board of Directors make all decisions without actual or perceived personal gain, each Board member must declare a conflict, abstain from voting, and not be present for the discussion of any matter in which he/she considers that he/she has a real or perceived conflict.

Policy Number	Title	Date Approved / Effective
1.2	Conduct of meetings	November 18, 2024

POLICY STATEMENT

To ensure that all regular Board meetings are conducted in a business-like manner, the agenda for all regular meetings will be as follows:

a) Call to Order
b) Approval of the Agenda
c) Conflict(s) of Interest
d) Approval of the Minutes from Previous Meeting(s) and Action Items from the meeting(s)
e) Treasurer's Report
f) Committee Reports
g) New Business
h) Date for next Board Meeting
i) Adjournment

Policy Number	Title	Date Approved / Effective
1.3	Annual and General Meetings	2017

POLICY STATEMENT

To ensure that all members have an opportunity to vote on motions raised at annual and other general meetings, any motion presented at an annual or other general meeting must be circulated in writing to all members at least 30 days in advance of the meeting.

Section 2: Finances

Policy Number	Title	Date Approved / Effective
2.0	Approval of the Annual Budget	November 18, 2024

POLICY STATEMENT

To plan out revenues and expenses, to anticipate changes, to control and monitor expenses, to save for future needs, to reach goals and to provide structure to the financial stability of the Club, a detailed annual budget must be prepared by the Treasurer and be presented to the Board for approval prior to the collection of fees for the upcoming membership season.

Policy Number	Title	Date Approved/Effective
2.1	Approval of Unbudgeted Expenditures	November 26, 2022

POLICY STATEMENT

To ensure control on expenditures, all unbudgeted expenditures must be presented to the Treasurer, in writing, prior to incurrence of the expenditure.

Policy Number	Title	Date Approved / Effective
2.2	Approval of Budgets for Special Events	2017

POLICY STATEMENT

To ensure that all expenditures and revenues not included in the annual budget are properly approved, a detailed budget must be presented to and approved by the Board prior to any special event whose expenditures and revenues will vary from those included in the annual budget.

Policy Number	Title	Date Approved / Effective
2.3	Reserve Fund	November 27 2025

POLICY STATEMENT

To ensure that the club has sufficient funds to rent all facilities, a reserve fund of $6000 be maintained.

Policy Number	Title	Date Approved / Effective
2.4	Drop-in, Semester and Monthly Playing Fees	2017

POLICY STATEMENT

To ensure that Sufficient funds are available to pay the rent, the drop-in, semester and monthly playing fees will be established by the board prior to the signing of rental contracts.

Policy Number	Title:	Date Approved / Effective
2.5	Drop-in Fees	November 9, 2026

POLICY STATEMENT

A drop-in fee will be charged for players who haven't joined the NBPC and PAO.

Policy Number	Title	Date Approved / Effective
2.6	Banking	2017

POLICY STATEMENT

2.7(a) The NBPC is a not for profit club.
2.7(b) A bank account will be established at a local bank and must be used to transact all club financial business.
2.7(c) Any two of the President, Vice-President, Secretary or Treasurer must sign all cheques.

Section 3: Equipment

Policy Number	Title	Date Approved / Effective
3.1	Use of NBPC equipment	2017

POLICY STATEMENT:

To ensure that all equipment/assets owned by the NBPC is accounted for, all members' email addresses will be used for NBPC purposes. In the event that a member wishes to take or use an asset for non NBPC use, written notification must be given to and permission must be obtained from a Director.

Section 4: Playing Regulations

Policy Number	Title: Playing Regulations	Date Approved / Effective
4.1	General Gymnasium Rules	September 28, 2018

POLICY STATEMENT:

4.1(a) All players must wear designated court shoes. Street shoes are not permitted .
4.1(b) Open food and drink containers are not permitted in the gymnasiums.
4.1(c) Capped liquid drink containers are permitted.
4.1(d) Winter foot wear is not to be worn into the gymnasiums. Please leave them in the hallway or in the designated area.
4.1 (e) Specific rules for individual venues will be provided by the BOD.

P Policy Number	Title	Date Approved / Effective
4.2	Official Ontario Pickleball Rules	2017

POLICY STATEMENT:

The official Ontario Pickleball rules will govern all play at all venues with the exception that all games will be played to a score of 9 or adjusted by a director to decrease/increase the time it takes to play a game.

Policy Number	Title	Date Approved / Effective
4.3	Rotation of Players	November 27 2025

POLICY STATEMENT:

Rotation will be decided by an executive member or designated volunteer present. The rotation used depends upon the number of players and the number of courts.

Policy Number:	Title:	Date Approved / Effective
4.4	Rotation of Players – School Gymnasiums	September 28 2019

POLICY STATEMENT:

Player rotation onto the court will vary depending on the number of players on the bench - either two on two off, or four on four off.

Play will be considered free flow, however, a designated Captain has the authority to assist in the flow of play, and the fair utilization of courts.

Policy Number	Title	Date Approved / Effective
4.5	Consumption of Alcohol and/or Cannabis, Smoking and/or Vaping	November 27 2025

POLICY STATEMENT:

Consumption of alcohol and/or cannabis, smoking and/or vaping is prohibited on the premises of all club reserved activities/events. This rule is in effect for both outdoor and indoor play at facilities reserved by the club, in accordance with City/Facility Bylaws.

Section 5: Membership

Policy Number	Title	Date Approved / Effective
5.1	Membership Year	November 26 2022

POLICY STATEMENT:

Membership year shall run from Jan 1 to December 31

Policy Number	Title	Date Approved / Effective
5.2	NBPC Membership Fee	November 9, 2026

POLICY STATEMENT:

A Membership fee will be established each session (Spring/Summer, Fall/Winter) by the board. The fee may be reduced late in a session by way of a Motion and approval by the BOD.

Policy Number	Title	Date Approved / Effective
5.3	Pickleball Association of Ontario Membership (PAO)	November 26 2022

POLICY STATEMENT:

To join the NBPC, a player must be in good standing of PO.

Policy Number	Title	Date Approved Effective
5.4	Eligibility	November 27, 2025

POLICY STATEMENT:

All residents of North Bay and the surrounding communities who are 18 years of age and older are eligible for Membership in the club. Directors may use whatever criteria they deem appropriate to decide who is allowed to join the club.

Policy Number	Title	Date Approved / Effective
5.5	Membership Cap	2017

POLICY STATEMENT:

In order to control membership size, the executive shall have the power to impose a cap on the number of members and further to this the executive may raise or lower the caps as deemed necessary.

Policy Number	Title	Date Approved / Effective
5.6	Just Cause	2017

POLICY STATEMENT:

The board shall have the power to suspend or expel any member for just cause. Examples of just cause include failure to pay membership fees when they are due, unsportsmanlike conduct, failure to follow proper protocol in disputes or other actions, any action which damages the integrity of the club or the the ability of the directors to fulfill their duties.

Section 6: Meetings

Policy Number	Title	Date Approved / Effective
6.1	Annual General Meeting	2017

POLICY STATEMENT:

An annual general meeting (AGM) shall be held once a year with a date to be determined by the directors.

Policy Number	Title	Date Approved / Effective
6.2	Notice of Meeting	2017

POLICY STATEMENT:

Notice of the AGM must be given to all members at least one month in advance of the meeting.

Policy Number	Title	Date Approved / Effective
6.3	Order of business at the AGM	2017

POLICY STATEMENT:

Order of business: The suggested order of business at the AGM of the NBPC shall be as follows:

1. Call to order
2. Approval of the minutes of the previous AGM
3. Report of the Secretary and Treasurer

4. Report of the President
5. Report of Committees
6. Amendments to the NBPC Policies
7. Miscellaneous or Special Business
8. Election of Directors
9. Adjournment

Policy Number	Title	Date Approved / Effective
6.4	Quorum, Voting, Amendments	2017

POLICY STATEMENT:

At all club meetings, the members who are present shall constitute a quorum. Only members in attendance may vote. Motions are passed by a simple majority. An amendment to the NBPC Policies will require a 2/3 majority vote. Any member in good standing may submit to the board a proposed amendment to NBPC policies at least two weeks prior to the AGM.

Policy Number	Title	Date Approved / Effective
6.5	Action without a Director's Meeting	November 18, 2024

POLICY STATEMENT:

Any action required or permitted to be taken by the Board or any committee may be taken without a formal meeting if all the members of the Board or committee are in agreement. These include meetings via computer or telephone. Any decisions resulting from these meetings shall have the same force and effect as a unanimous vote of the Board of Directors, and such decisions will be indicated in the minutes of the next Board meeting.

Policy Number	Title	Date Approved / Effective
6.6	Voting Rights	2017

POLICY STATEMENT:

Anyone who holds an up to date paid membership for the current year can vote at the AGM or other meetings of the membership called by the Directors.

Section 7: Insurance

Policy Number	Title	Date Approved / Effective
7.1	Directors Insurance	2017

POLICY STATEMENT:

The NBPC will carry annual Director‘s Liability Insurance.

Policy Number	Title	Date Approved / Effective
7.2	Certificate of Insurance	2017

POLICY STATEMENT:

A certificate of Insurance will be provided for all facilities used by NBPC.

Policy Number	Title	Date Approved / Effective

Policy Number	Title	Date Approved / Effective