

Shediac Pickleball Club By-Laws

1. Name

- a. The name of the Club is the Shediac Pickleball Club. It will also be designated hereafter as the Club or SPC.

2. Goals and Objectives

- a. To promote the sport of Pickleball in Shediac, New Brunswick in a safe environment while protecting the assets of the Club.
- b. To provide the opportunity for all members to learn, play and improve their play, regardless of their race, religion, sexual orientation, social status or aptitude.
- c. To implement instructional lessons and clinics.
- d. To organize, administer and supervise the Pickleball program and facilities of Shediac to encourage the highest standards of safe play and to promote social Pickleball activities within the community.

3. Membership

- a. Shediac Residents - Membership shall be open to permanent residents of Shediac. Permanent resident is defined as a person with a Shediac mailing address.
- b. Non-Shediac Residents – Membership shall be open to seasonal residents and temporary visitors.
- c. All members will be subject to the regulations of the By-laws and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

4. Membership Dues

- a. Membership fees will be set annually and agreed by the Executive Committee.
- b. Fees will be paid annually and are valid between January 1 and December 31.

5. Officers of the Club

- a. The officers of the club will be:
 - President
 - Vice-President
 - Treasurer
 - Secretary
 - Person responsible for Communications/Social Media
 - Person responsible for Events/Tournament
 - Person responsible for Training/Development
- b. The roles and responsibilities are outlined in Appendix A.
- c. Officers will be elected every 2 years at the Annual General Meeting.
- d. Election of officers will be staggered to have continuity.
- e. A minimum of 4 officers of the club must be permanent residents of Shediac.
- f. All officers must be a member in good standing.

- g. Where the position of an Officer becomes vacant for whatever reason and there is still a quorum of Officers, the Executive may appoint an individual to fill the position for the remainder of the term.

6. Responsibilities of the Executive Committees

- a. The officers shall comprise the Executive Committee. The Executive Committee will be convened by the Secretary of the club and hold no less than 4 meetings per year.
- b. The quorum required for business to be agreed at Executive Committee meetings will be 4.
- c. The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- d. The Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business.
- e. The Executive Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/by-laws. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.
- f. The Executive Committee should have, but not limited to, a minimum of 4 active positions.
- g. The Executive Committee will review the by-laws annually.
- h. Ad-hoc Committees – The Executive Committee shall have the authority to appoint any ad-hoc committees from time to time as need demands. Ad-hoc Chairs shall have a non-voting role on the Executive Committee for the duration of their tenure if they are not already members of the Executive Committee.

7. Financial Responsibility

- a. All club monies will be banked in an account held in the name of the club.
- b. The Club Treasurer will be responsible for the finances of the club.
- c. The financial year of the club will end on December 31st.
- d. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- e. Any cheques drawn against club funds should hold the signatures of two of the following members: President, Vice-president and Treasurer.

8. Annual General Meeting

- a. Notice of Annual General Meetings will be given by the President. Not less than 30 days notice to be given to all members.
- b. The AGM will receive a report from officers of the Executive Committee and a statement of the accounts.
- c. Nominations for officers of the Executive Committee will be sent to the Secretary 7 days prior to the AGM.
- d. Elections of officers are to take place at the AGM.
- e. All members have the right to vote at the AGM.
- f. The quorum for AGMs will be, at a minimum, 20% of the members who maintain a permanent Shediac address.
- g. The Executive Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

h. AGM will be held during a time when the majority of members are available to attend.

9. Discipline and Appeals

- a. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- b. The Executive Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- c. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- d. There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

10. Amendments to By-laws


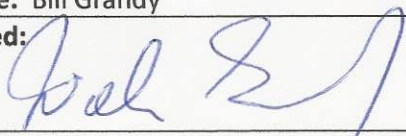
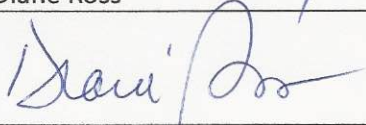
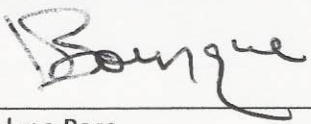

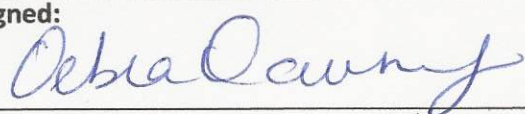

- a. The bylaws will only be changed through agreement by majority vote at an AGM or EGM.
- b. Members can propose amendments to the By-laws in writing to the Secretary 14 days prior to the AGM.
- c. All members shall receive advance notice of proposed amendments at least 7 days before the meeting.

11. Dissolution

- a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b. In the event of dissolution, any assets of the club that remain will become the property of a local charity or another pickleball club to be determined by the Executive Committee.

12. Declaration

- a. The Shediac Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name: J.P. Boudreau	Position: President
Signed: 	Date: June 14, 2023
Name: Bill Grandy	Position: Vice-President
Signed: 	Date: June 14, 2023
Name: Diane Ross	Position: Treasurer
Signed: 	Date: June 14, 2023
Name: Jocelyne Bourque	Position: Secretary
Signed: 	Date: 14 juin 2023
Name: Jocelyne Ross	Position: Communications/Social Media
Signed: 	Date: 14 June, 2023
Name: Debra Downing	Position: Events/Tournaments
Signed: 	Date: June 14, 2023
Name: Daniel Cormier	Position: Training/Development
Signed: 	Date: June 14, 2023

Appendix A

Duties of Officers

- a. President
 - i. To be the President and officer of the Club and preside, if present , over all general meetings and Executive Committee meetings
 - ii. To be the first authorized signatory of official documents and communications and chief representative of the Club
 - iii. Serve as an ex-officio member of all committees
- b. Vice-President
 - i. Preside in the absence of the President
 - ii. To support the President in carrying out his duties within the Executive Committee
 - iii. Present committee reports as required
 - iv. Fill in for any missing executive at any Executive Committee meeting
- c. Secretary
 - i. Record and report the minutes at all meetings
 - ii. Keep a copy of all important club records in the shared information location
 - iii. Issue notices of meetings by group email
 - iv. Keep and report the general correspondence of the club
- d. Treasurer
 - i. Maintain the Club Bank Account
 - ii. Receive and distribute all funds appropriately
 - iii. Keep an orderly file of all receipts and expenditures and make reports as directed
 - iv. Provide financial updates and reports as required to support the Executive Committee in the operation of the Club.
 - v. Provide annual financial reports to be signed by the President
 - vi. Prepare the annual budget for presentation at the AGM each year
 - vii. To keep an updated list of members of the club
- e. Communications/Social Media
 - i. Develop and maintain any social platforms as decided by Executive Committee.
 - ii. Work with Executive Committee to develop communication plans to support Club activities.
 - iii. Lead implementation of any communication plans.
- f. Events/Tournaments
 - i. Develop, in consultation with the Executive Committee, an Events and Tournaments Plan.
 - ii. Oversee the coordination and implementation of identified events.
- g. Training/Development
 - i. Develop, in consultation with the Executive Committee, a Training/Develop Plan
 - ii. Work with Communications/Social Media to develop plan to promote Pickleball to beginners.

- iii. Develop a schedule for training/development activities and coordinate its implementation.