

## **The Constitution of the Quesnel Pickleball Club**

The Quesnel Pickleball Club exists to promote the Sport of Pickleball in Quesnel and the surrounding area.

The Club is organized and operated on a not-for-profit basis. The Club has no requirements nor intention to appoint an auditor. The fiscal year end of the Club is December 31<sup>st</sup>.

In the event of dissolution, the assets remaining after all debts of the Club have been paid shall be transferred to the City of Quesnel Recreation Department, and the equipment given to School District #28 to use as they see fit.

### **1. Membership, Directors and Executive:**

1.1. Applications for membership must first enroll as a member of Pickleball Canada and the Provincial body, Pickleball BC. Club members must be a minimum of age 12. There are no other membership restrictions, based on any other criteria. The Register of Members will be that registry maintained by the Canadian Pickleball Association. This registry lists members of the club with contact information and personal information.

1.2. Executive and Directors of the Club must be a minimum of age 19. Executive and Directors are not remunerated for acting as Executive or Directors. Expenses incurred on behalf of the Club will be reimbursed.

1.3. All members of the Club must adhere to Club rules and Fair Play etiquette. A person shall cease to be a member of the Club by either:

- not renewing their membership annually
- on being expelled
- on their death

1.4. The Directors shall have the power, by a majority vote of the required quorum, to expel or suspend any member whose conduct shall have been determined to be improper, unbecoming or likely to endanger the interest or reputation of the Club.

1.5. A copy of the Club Constitution is available on the Quesnel Pickleball Club website.

### **2. Meetings:**

2.1. The Annual General Meeting shall be held at least once every calendar year, preferably in April, and not more than fifteen months after the adjournment of the last preceding Annual General Meeting. Members will be informed of an upcoming Annual General Meeting at least fourteen (14) days before the meeting.

2.2. Proceedings at the Annual General Meetings must include:

- Business matters
- Review of the Financial Statements
- President's Report, and submission of Director's Reports
- Approval of Annual membership dues
- Election of Executive and Directors

2.3. Other than the Annual General Meeting, there may be meetings held as determined whenever the majority of the Directors think it necessary. Due notice of time and place and the general nature of the business to be transacted at any meeting shall be given to each Board member at least seven (7) days before the meeting.

2.4. The President, on the request of a director, may convene a meeting of the Directors with no less than twenty-four (24) hours' notice. Notice may be given either personally or by email to the other Directors at such email address as shown on the Registry of Members.

3. **Regular Meetings Quorum and Proceedings:**

3.1. The required quorum at regular meetings is the majority of Executive members and Directors. No business shall be conducted at a regular meeting when quorum is not present.

3.2. All voting at regular meetings is restricted to Executive members and Directors. Voting may take place in-person, by proxy, by phone, or by email to the President.

4. **Financial expenditures**

4.1. All Executive members and Directors must be kept informed about major decisions. Any financial expenditures greater than \$100.00 must be motioned and voted on by the required quorum of Executive and Directors.

4.2. Expenditures less than \$100 can be made at the Executive or Director's discretion. Receipts must be submitted to the Treasurer for reimbursement.

4.3. The Club requires two signing officers, one of whom must be the Club President or Vice-President, to verify any expenditure greater than \$100.00, prior to reimbursement. Only the President or the Vice President can direct the Treasurer to reimburse. Any expenditures reimbursed by the Club must have receipts submitted.

5. **Executive and Directors**

5.1. The number of Directors shall be no less than five (5) and no more than eleven (11).

5.2. 5 of the directors will hold the Executive offices of President, Vice President, Secretary, Treasurer and Membership Chair.

5.3. The term of any Executive and Director position is for one year, with an option to be re-elected. Separate elections shall be held for each office to be filled. An election may be by acclamation, otherwise it shall be by ballot. This can be done electronically or in person.

6. **Duties of officers**

6.1. **President** – to preside over all meetings of the Directors and all Club meetings. The President shall supervise the other officers in the execution of their duties. The President is one of the Signing Officers for the Club.

6.2. **Vice President** – will act in the capacity of President in absentia. The Vice President is one of the Signing Officers for the Club.

6.3. **Secretary** – shall conduct the necessary correspondence and issue notices of club meetings. In addition, shall keep minutes of all meetings and maintain custody of all non-financial records of the Club. The Secretary is one of the Signing Officers for the Club.

6.4. **Treasurer** – shall maintain the financial records of the club and render financial Statements to Directors and members as agreed by the Directors. The Treasurer is one of the Signing Officers for the Club. The Treasurer will reimburse expenses when approved and directed by the President or the Vice President.

6.5. **Membership Chair** – shall monitor and verify the membership list as maintained by the Canadian Pickleball Association.

7. The Executive and Directors can, from time to time, assign responsibilities to Committee's.

8. **Total of 11 Directors elected June 2024:**

President	Wendy Forsythe
Vice President	Shawna Hamilton
Secretary	Charlotte Kurta
Treasurer	Linda Lecomte
Membership Chair	Jenylyn MacDonald
Tournament Director	Liz Sales
Director of Equip. & Maintenance	Jim Sales and Roger Gagne
Director of Coaching	Denise Wellband
Director at Large	George Meyer
Director at Large	Sue Saip