

Huntsville Pickleball Club By-Laws

Article I – Name

- Section 1:** The name of the organization shall be Huntsville Pickleball Club.
- Section 2:** The Huntsville Pickleball Club is a nonprofit entity that functions as a Subsidiary of the Huntsville-Madison County Senior Center.

Article II – Purpose

- Section 1:** To provide members a fun, recreational and competitive social activity.
- Section 2:** To establish policies for the safe and equitable use of any equipment or facilities owned or utilized.
- Section 3:** To promote and encourage participation in the programs and activities of Huntsville Pickleball Club.
- Section 4:** To promote and develop Pickleball in Huntsville and surrounding areas.

Article III – Executive Committee

- Section 1:** The Executive Committee is comprised of twelve elected members and one member from the Huntsville-Madison County Senior Center staff. The Executive Committee is responsible for the overall direction and management of the Huntsville Pickleball Club in accordance with the approved By-Laws. Any member in good standing of the Huntsville Pickleball Club may be elected to serve on the Executive Committee.
- Section 2:** The terms of the Executive Committee members shall be for two years commencing the first day of January through the last day of December. Executive Committee members, as required, will be elected to serve a two-year term at the annual meeting each year by a majority vote of members in good standing attending the meeting. The terms of the elected committee members will be staggered to provide continuity. Nominations of persons to fill vacancies on the Executive Committee will be made by a Committee appointed by the Chairman. If an Executive Committee member is unable to fulfill their duties, the Chairman will appoint a new Executive Committee member with approval by a majority vote of the Executive Committee members present at a called Executive Committee meeting.

Huntsville Pickleball Club By-Laws

- Section 3:** A Chairperson, a Vice-Chairperson, a Secretary and a Treasurer shall be elected by the Executive Committee from among its members. The Executive Committee will create and fill other positions and committees deemed necessary to carry out the functions and objectives of Huntsville Pickleball Club.
- Section 4:** Any Policy or Rule change or other appropriate action shall be approved by a majority vote of the Executive Committee members present at a called Executive Committee meeting.
- Section 5:** The terms of the elected Officers shall be for two years commencing the first day of January through the last day of December. For the purpose of continuity of the Executive Committee, the terms of the Chairperson and Secretary shall be staggered with the terms of the Vice-Chairperson and Treasurer. If an Officer is unable to fulfill their duties, the Executive Committee shall elect a new Officer for that position.
- Section 6:** The Executive Committee shall have the overall governing authority, consistent with the Huntsville Pickleball Club By-Laws.
- Section 7:** The Executive Committee shall meet at least quarterly.
- Section 8:** The Executive Committee shall keep the members of Huntsville Pickleball Club informed of the changes to the By-Laws, Policies and Rules.
- Section 9:** Individual Executive Committee members will be appointed as the Site Representatives for each playing location. The Site Representatives shall have the duty of enforcing the By-Laws and Policies and Rules at that location.
1. If an Executive Committee Member is not available to perform the duties of a site representative at a specific site, then the Executive Committee may designate a club member who is not a member of the Executive Committee to be a site representative. Each representative will require approval by a majority vote of the Executive Committee members present at a called Executive Committee meeting. These special site representatives will not be eligible to vote on items that come before the committee and will not be eligible to attend committee meetings unless invited by the committee. The

Huntsville Pickleball Club By-Laws

term of this site representative will terminate on the last day of December of the current year.

Section 10: Most decisions made by the Executive Committee require approval by a majority vote of the Executive Committee members present at a **called Executive Committee meeting**. Select decisions may be voted on electronically using our discussion forum whereby members of the Executive Committee provide a unique username and password to log in and vote. The Chairperson may request that an issue be considered for voting via the forum. If the Chairperson is not available, then another officer of the club may make the request. All of the following criteria must be met before voting via the forum.

1. Members of the Executive Committee must be notified that an issue is to be discussed on the forum with the possibility of an electronic vote.
2. The details of the issue must first be discussed on the forum and input solicited from committee members.
3. When discussions are complete, a majority of committee members must agree that it is acceptable to vote electronically on the issue. The voting function of the forum will be used to secure agreement.
4. If it is agreed that electronic voting is acceptable for this issue, then the issue will be clearly stated, and an electronic vote will be taken.

All discussions and electronic voting must be preserved. The results of the voting will be added to the minutes of the next Executive Committee meeting.

Article IV – Duties of Officers

Section 1: The Chairperson shall preside over all Huntsville Pickleball Club meetings and be accountable for the administration of Huntsville Pickleball Club business. The Chairperson shall carry out the direction and policies established by the Executive Committee. The Chairperson may call special Executive Committee meetings as needed.

Huntsville Pickleball Club By-Laws

- Section 2:** The Vice-Chairperson shall perform all duties of the Chairperson in the event of the Chairperson's absence or inability to perform and shall also perform other such duties and responsibilities as may be assigned by the Chairperson.
- Section 3:** The Secretary shall keep the Huntsville Pickleball Club records, issue notices of meetings of the Executive Committee or general membership, shall keep minutes thereof, conduct correspondence relating to Huntsville Pickleball Club business, and furnish whatever reports to the Huntsville Pickleball Club or other persons or organizations as may be required.
- Section 4:** The Treasurer shall receive and deposit all monies due to Huntsville Pickleball Club in the Huntsville-Madison County Senior Center account and pay all obligations that may be incurred, shall keep an up-to-date ledger of all financial transactions and shall provide financial reports as may be required at meetings.
- Section 5:** The Chairperson, Vice-Chairperson, and Treasurer shall serve as the Finance Committee and shall have authority to pay expenses up to \$200.00 without having to obtain authorization from the Executive Committee.

Article V – Membership

- Section 1:** Any adult 18 years old or older may become a member of Huntsville Pickleball Club by paying annual dues. Each member is entitled to one vote on Huntsville Pickleball Club matters.
- Section 2:** All members must abide by Huntsville Pickleball Club By-Laws, Policies and Rules.
- Section 3:** Any member in good standing may propose changes to the By-Laws, Policies or Rules to the Executive Committee.
- Section 4:** Every member must complete and have on file with the Club a "Waiver, Assumption of Risk, and Release of Liability Form".

Article VI – Dues

- Section 1:** Annual dues established by the Executive Committee shall be required for full participation as a member of Huntsville Pickleball Club.

Huntsville Pickleball Club By-Laws

Section 2: The annual (Calendar Year) membership dues will be set by the Executive Committee and shall be due in December of each year and be delinquent after January 1st.

Section 3: Individuals delinquent in their dues will not be considered members in good standing and may not participate in Huntsville Pickleball Club events.

Section 4: Dues may be fully or partially waived by the Finance Committee when the payment would result in a financial hardship for the potential member.

Article VII – General Membership Meetings

Section 1: At least one Huntsville Pickleball Club general membership meeting shall be held annually. The Executive Committee shall set the date of this meeting and may call special meetings.

Section 2: Each member of Huntsville Pickleball Club shall be notified by the Secretary of each annual or special meeting date at least 7 days prior to the meeting.

Article VIII – Fiscal Year

Section 1: The fiscal year of Huntsville Pickleball Club shall be from the first day of January through the last day of December.

Article IX – Amendments

Section 1: Any member in good standing may suggest/request a change to these By-Laws by submitting such request, in writing, to the Executive Committee or any site representative. The Executive Committee will review the request, prepare the actual wording of the proposed change and submit the proposal with a recommendation for approval/disapproval at a general membership meeting.

Section 2: These By-Laws may be amended by a majority vote of the general membership present at a called general membership meeting.