

HAWKS PRAIRIE PICKLEBALL CLUB (HPPC) Bylaws

Section 1. PURPOSE

- 1.1 The purpose of the Hawks Prairie Pickleball Club is to promote the sport of Pickleball by:
- Assisting new players in learning Pickleball basics
 - Increasing the skills of participating players
 - Reserving specific court times to facilitate play among various skill levels and groups.
 - Maintaining regular e-mail communications to appraise membership of Club activities.
 - Developing, improving, and expanding Pickleball facilities.
 - Creating ladders, tournaments, and other forms of competition to stimulate play.

Section 2. ORGANIZATION

- 2.1 The Club shall operate as a non-profit organization governed by a Board of Directors (hereinafter 'the Board') consisting of a President, Vice-president, Secretary, and Treasurer elected by the membership. For continuity, the Immediate Past President may act as an advisor for one year in a nonvoting position.
- 2.2 The Board, at its discretion, may appoint Ad Hoc Committees. The chairperson of said Committee(s) shall be appointed by the Board. The appointed Chairperson shall select his/her committee members.

Section 3. OPERATION

- 3.1 Meetings shall be conducted according to Club Bylaws and Roberts Rules of Order.

Section 4. MEMBERSHIP

- 4.1 Membership year shall be January 1 to December 31.

Full membership is open to all owners and/or residents over the age of 18 of the Hawks Prairie Community Association (HPCA), which includes the Jubilee and Edgewater communities.

- 4.2 Paid membership for the current membership year and provision of a signed waiver are required before use of the courts during club time.

- 4.3 A signed waiver is required from non-members (including kids) before receiving lessons.

Section 5. GUEST PRIVILEGES

- 5.1 **Except as authorized in section 5.2**, guest play is not allowed during club time.
- 5.2 **Former HPCA Pickleball Club members that have moved out of the community may obtain limited guest passes to play during club time while visiting friends and family. Guest passes will be limited to one pass per week during club time. Guests must sign a waiver form before playing during club time.**

Section 6. MEETINGS

- 6.1 There shall be two scheduled Club meetings per year: One in late spring, which shall be to present the season schedule and discuss planned events; the other in early fall for the purpose of electing officers and presenting the proposed budget for the following year.
- 6.2 Other membership meetings may be called at the president's discretion. The secretary shall notify all members via e-mail two weeks prior to the meeting; such notice shall include agenda, time, date and location of the meeting. Ten percent of the membership and two board members must be in attendance to establish a quorum.
- 6.3 Board meetings may be called at the president's discretion at any time. One-week notice shall be given in writing with time and place determined by the president. A majority of Board members shall constitute a quorum. At the discretion of the president, a board meeting may be determined as an executive session that is closed to all non-board members, per the Revised Code of Washington.

Section 7. VOTING

- 7.1 Membership voting may be conducted by e-mail, by ballots, or voice/hand vote at any meeting, including the early fall meeting whose purpose is to elect officers. A simple majority shall prevail of those voting in person or by e-mail. This procedure does not apply to removal of officers.
- 7.2 Where voting is restricted to board members, the president shall break a tie vote.

7.3 Voting may take place via e-mail after a motion and second is made, in order for all members to participate.

Section 8. ELECTION OF OFFICERS

8.1 The president shall solicit the Club for nominations to board positions at least four weeks prior to the meeting at which officers are elected. Nominations must be received by the secretary within ten days of solicitation. Any member in good standing may be nominated. Self-nomination is acceptable.

8.2 All officers are elected for two-year terms. The elected vice president shall serve one year in that role and automatically assumes the responsibilities of president on January 1 of the following year.

8.3 Newly elected officers' terms shall begin on January 1st of the year following the election.

8.4 All officers in good standing may run for re-election.

Section 9. DUTIES OF OFFICERS

PRESIDENT

- Shall preside over meetings.
- Shall call meetings as necessary.
- Shall act as spokesperson for the Club.
- Shall appoint, with board approval, an interim replacement in the event of a board member's inability to serve his/her term.
- Shall recruit replacement board members.
- Shall oversee the activities of other officers.

VICE PRESIDENT

- Shall perform the duties of president in the event of the president's absence.
- Shall be authorized to sign checks drawn on the Club's bank account.
- Shall place ball orders for players and Club use when directed by the Board.
- Shall oversee court maintenance, review court utilization, and oversee court expansion initiatives.

- Shall coordinate with the volunteer safety team to manage first-aid supplies and organize training on use of the Club AED stored in the pickleball storage room.
- Shall solicit club members to provide lessons and help coordinate seasonal events.

SECRETARY

- Shall keep the minutes of all meetings.
- Shall be responsible for the distribution, receipt, tally, and destruction of all ballots.
- Shall conduct all correspondence relating to Club business.
- Shall maintain an up-to-date membership list and email group for all paid members.
- Shall maintain up-to-date waivers and membership forms from all HPPC active participants.
- Shall submit club schedules, information, and monthly article to the *Connection* magazine.

TREASURER

- Shall receive and deposit all funds due to the Club.
- Shall be authorized to sign checks drawn on the Club's bank account.
- Shall maintain detailed expense reports and submit reports to the Board and membership as directed by the Board.
- Shall prepare and present a proposed budget report for the following year at the fall meeting.
- Shall process reimbursements for approved Club expenditures.
- Shall establish and maintain a process to track keyholders and distribute keys at \$5 each.

Section 10. REMOVAL OF OFFICERS

- 10.1 Any member in good standing may propose the removal of an officer. Such action requires a petition signed by at least twenty-five percent of the membership. The Secretary shall certify the petition by comparing signatures with the active member list and shall call for a meeting. A two-week notice to the membership is required. At the meeting, the reason for the removal shall be presented and the officer in question shall be given an opportunity to be heard. Thereafter, the highest-ranking club officer not under discussion shall call for a show of hands. A simple majority of those in attendance prevails.