

# Auburn Pickleball Club

## BYLAWS **Approved 8-2023**

### **Article I. Club Name**

The name of the club is Auburn Pickleball Club (APC), hereafter referred to as the Club.

### **Article II. Mission and Purpose of the Club**

Auburn Pickleball Club's mission is to provide organized recreational and competitive pickleball play by facilitating lessons, recreational and competitive play, and social events with the purpose of creating revenue to assist the Auburn Recreation District (ARD) in pickleball facilities use, upkeep and expansion.

### **Article III. Club Committee**

- A. The Club Committee (Committee) shall be the governing body for the APC.
- B. The Club Committee will be composed of five members.
- C. Club Committee meetings will be called as necessary, by the chairperson or any three Committee members. Minutes shall be kept of all Club Committee meetings.
- D. This committee may establish other committees or positions to carry out the Club's mission and purpose. These positions shall be filled by nomination of the Chairperson and approval of the Club Committee.

### **Article IV. Officer Positions**

- A. The officers of this club shall be a Chairperson/ARD Liason and a Secretary, who shall be selected by a majority vote of the Club Committee.
- B. The Club Committee may also appoint a Treasurer, if determined one is needed. The Treasurer may be any person on or not on the Club Committee.
- C. Vacancies on the Club Committee shall be filled by a majority vote of the remaining Committee members.
- D. Officers will be elected for a one-year term by a majority vote of the Club Committee, at the beginning of each year.

### **Article V. Officer and Club Committee Responsibilities & Duties**

- A. The Chairperson is the principal Club officer and is responsible for chairing the Club meetings and leading Club activities, in accordance with these bylaws.
- B. The Secretary shall keep minutes of Club meetings, oversee and maintain electronic club membership records, and shall perform other duties assigned by the Chairperson or Club Committee.
- C. The Treasurer, if any, shall perform financial duties as assigned by the Chairperson or Club Committee, and as established in the Standing Rules.
- D. The Club Committee responsibilities shall include:
  - grow the Club membership and maintain membership records
  - organize and market all club events
  - manage relationships with pros and merchandise reps
  - create merchandise SWAG
  - obtain player waivers
  - collaborate with ARD regarding pickleball related activities, revenue, and expenses.
  - handle all pickleball related questions and feedback from community.

- E. All expenses must be approved by the board prior to procurement.
- F. Chairperson will submit payment request/s to Veona monthly.
- G. No personal reimbursements will be allowed. If a committee member purchases something for the club, it will be deemed a personal donation.
- H. Monthly committee meetings will be held 2nd Monday of every month at 4pm.

**Article VI. Membership**

- A. Membership is open to any member of the public.
- B. Membership fees and charges for Club activities and merchandise, shall be as determined by the Club Committee.
- C. Current 12 month membership fees are as follows
  - 1. Resident- \$100.00
  - 2. Non-Resident - \$150.00
  - 3. Founding Member- \$250.00 (limited to the first 100 members)
  - 4. Founding Member Non-Resident - \$375.00
  - 5. Lifetime Member Donation - \$1,000.00
  - 6. Lifetime Member Donation Non-Resident- \$1,500.00
  - 7. Student/Teen - \$25.00

**Article VII. Membership Meetings**

- A. The Club Committee may call a membership meeting, as deemed necessary. There shall be a minimum of 15 days' notice to all members, prior to holding a membership meeting. Minutes shall be kept of all membership meetings.
- B. The authority of the Membership Meeting shall be to advise the Club Committee and to remove a Club Committee member by a 2/3 vote.

**Article VIII. Voting**

- A. At Club Committee meetings, each Club Committee member shall have one vote. No proxies are allowed.
- B. At a membership meeting, each Club individual member shall have one vote. No proxies are allowed.

**Article IX. Rules of Order**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt. [[Robert's Rules of Order | Cheat Sheet for Nonprofits |](#)]

**Article IX. Standing Rules**

The Club Committee shall establish standing rules, as needed to carry out the work of the Club, by a majority vote of the Committee. The standing rules shall be attached to the Bylaws.

**Article XVI. Changes to Bylaws**

- A. The Bylaws may be amended at any meeting of the Club Committee by a two-thirds vote.

## Robert's Rules Basics

New board members should learn the basics of Robert's Rules as soon as they join a board. Board members will use the basic rules for making decisions at most meetings.

Here is a general outline of the essential elements of Robert's Rules:

- **Motion** – A member makes a motion to propose an action or make a decision by saying, “I move to...”. Another member must second the motion by saying, “I second the motion.” Once someone seconds the motion, the group votes on the motion. It passes by a majority vote or a quorum depending on the rules in the bylaws.
- **Amend a motion** – Members use this process to change a motion and can do so by stating, “I move to amend the motion on the floor.” Again, this motion must be seconded and voted upon.
- **Commit** – Members use this type of motion to transfer a motion to a committee. As with other types of motions, it must be seconded and voted upon. Once it moves to a committee, the committee presents a report on the committed motion at the next meeting.
- **Question** – Members say, “I call the question” to end a debate or discussion. The motion must be seconded and voted upon without further discussion. A call for the question requires a two-thirds majority vote to pass. At this point, the members must immediately vote on the motion on the floor.
- **Adjourn** – This refers to moving to end the meeting. A member would say, “I move to adjourn,” and another member would second the motion. If the majority then votes to adjourn, the meeting is over.

If anything out of the ordinary comes up, board members can look up the rules during the meeting. When you store a copy of Robert's Rules in your board management system, it is quickly and easily accessible if there is a question on proper meeting protocols.