

04 October 2017

## **DES MOINES METRO PICKLEBALL CLUB BYLAWS**

### Article I – General

Section A – The name of this Club shall be Des Moines Metro Pickleball Club. Where the name "Club" is used henceforth; it shall mean the Des Moines Metro Pickleball Club.

Section B – The purpose of this club shall be to promote the sport of pickleball in a safe environment while protecting the assets of the Club; to provide the opportunity for all members to learn and improve their play; to implement instructional lessons; to schedule drop-in, ladder league play and tournaments; to encourage the highest standards of safe play; to promote social pickleball activities within the community.

Section C – This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Iowa and Internal Revenue Tax Exempt Codes.

### Article II – Membership

Section A – Membership shall be focused on players in the greater Des Moines Metro area of Iowa. We will utilize the Federal Government's definition of our Metropolitan Statistical Area, called "Des Moines-West Des Moines". It includes these counties: Dallas, Guthrie, Madison, Polk and Warren. We shall not exclude Metro players who live outside of this area.

Section B – There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C – Guests may participate in Club activities three (3) times before being required to join the club.

Under some circumstances (e.g. a member with a house guest) the Club may extend the participation opportunity.

Section D – The amount of dues for each member will be determined annually on the recommendations of the Club Board and approved by a majority vote of the Club members attending the meeting after a quorum has been established. Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business that requires a vote. A quorum shall be ten (10) percent of the club membership but not less than 15 members.

Section E – A Behavior Code shall apply at any activity associated with the Des Moines Metro Pickleball Club and addresses any objectionable behavior by members of the Club occurring at or outside of club activities that may affect the reputation, status, or purpose of the Club.

Section F – Objectionable behavior is any personal conduct that is disruptive because it does or may 1) have a detrimental effect on one's self, other members of the Club, or the general public; 2) cause damage to the reputation or good standing of the club; or 3) lead to possible injury or damage to self or other persons.

Section G – In the event of any reported objectionable behavior by a Club member, the Board shall appoint a Disciplinary Committee consisting of no less than two (2) members of the Club

Board or Directors. The Committee shall meet with the member; review the facts regarding the reported objectionable behavior, and make findings and a recommendation to the Board regarding the possible discipline. The Board shall then make a decision regarding the discipline. The member will be notified of the Board's decision within one week.

Section H – Disciplinary action, as follows shall be taken by the Club Board against any member or guest who is abusive or who blatantly creates turmoil, disruption and dissension among Club members.

1. First Offense – a written warning from the Club,
2. Second Offense – a short-term suspension by the club,
3. Third Offense – a longer term suspension by the Club not to exceed two weeks,
4. Fourth Offense – termination.

Any suspended or terminated club member has the right to appeal to the Club Board.

### Article III – Officers

Section A – The Club Board must consist of (at a minimum) four elected officers, and three (3) at-large members:

The Board shall have overall governing authority of the Club consistent with the provisions of these bylaws and shall authorize all committees and coordinators necessary to carry out the purposes and objectives of the Club.

Section B – The Club Board shall be elected by a majority vote of the Club's membership at the Club's annual meeting after a quorum is established and shall serve without compensation. An officer normally may not serve as an independent contractor.

Section C – This year, 2017, the President, Secretary and Member at Large I are elected for a two year term of office while the Vice President, Treasurer and Members at Large II & III are elected for a one year term of office and thereafter to a two year term and are limited to two consecutive terms in office. The responsibilities of the officers are as follows:

President – Preside over all Club meetings and carry out the direction and policies established by the Board and approved by the membership, act as the official spokesperson for the Club. In the event of a vacancy on the Board, the President shall appoint, with Board approval, an interim officer until official elections are held. The President shall be an ex-officio member of all committees except the Nominating Committee.

Vice President – Perform all duties of the President in the event of the President's absence or inability to perform; assume the Presidency of the Club for the unexpired term of the President in the event of a vacancy; perform other duties and responsibilities as assigned by the President.

Secretary – Take and maintain the minutes of all Board and Club meetings as well as handle all Club correspondence. Minutes, as well as other pertinent records, shall be retained for a period of three (3) years and all files shall be turned over to the succeeding secretary.

Treasurer – Receive and deposit all money due the Club and pay all obligations incurred by the Club in the regular course of its business; keep an up-to-date ledger of all financial transactions and report the financial status at the Board and general membership meetings: prepare and

submit year-end reports, and keep and maintain all financial records for seven (7) years prior to the current year and turn over all files to the succeeding treasurer.

Member At-Large (3) – Serve as a voting member of the Club Board and be assigned responsibility for a specific area of club activity. Identified as Member At-Large I,II,III.

Section D – The procedure for the nomination and election of officers is as follows.

After consultation with the Board, the President will appoint a Nominating Committee from the Club membership. The Committee will present a slate of nominees for each office at a general membership meeting. Additional nominations from the floor will be accepted at that time. All candidates nominated, either by the committee or from the floor, must have given their consent prior to nomination. Election will be by secret ballot if there are two or more nominees for any one office. If the elected positions only have one nominee, election will be by a show of hands and /or a voice vote. Absentee ballots will be distributed no less than 10 days before the annual meeting date.

#### Article IV – Meetings

Section A – There will be a general membership meeting conducted annually in mid-September of each calendar year.

Section B – A special meeting of the membership as deemed necessary may be called by a majority of the Board. A special meeting may be requested by the membership in the form of a petition to the Board representing a minimum of 50 percent of the club members.

Section C-All members in good standing shall have the right to vote on all matters brought before the general membership. Voting by proxy will not be allowed. Voting by absentee ballots will be allowed. A quorum shall be ten (10) percent of the club membership but not less than 15 members. Four (4) officers of the Club shall constitute a quorum for all decisions of the Board. The latest edition of Roberts Rules of Order will be the authority on parliamentary procedures not covered by these bylaws.

#### Article V – Financial

Section A – Financial records shall be retained for a period of seven (7) years (prior to current year).

Section B – The Board shall authorize the Treasurer to disburse funds in support of Club activities in amounts not to exceed \$300. Expenditures exceeding \$300, with the exception of pickleball paddles/balls and Club dinners/socials, must be approved by a vote of the club board. Expenditures of \$15 or less may be made by petty cash. A receipt is required for all expenditures and disbursements. No disbursements may be made from unbanked monies.

Section C – Financial records must be audited on a yearly basis by individuals other than those elected to the Club Board. This Audit Committee will be formed by the Club Board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting.

Section D – The President, Vice-President and Treasurer shall be authorized to sign all checks. The Treasurer shall sign all checks. In the absence of the Treasurer, the President and Vice-President shall sign the checks.

Article VI – Committees

Committees and/or chairpersons will be appointed by the Club Board.

Article VII – Amendments

To amend the bylaws of this club requires a majority vote of the Club Board present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

1. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote.
2. The results and date of the board vote should be duly noted in the minutes of the club board.

Article VIII – Dissolution

Prior to club dissolution (after all debts are satisfied), all property and funds remaining in the treasury shall be returned proportionately to the active members.

Signature, Printed Name, Date

\_\_\_\_\_ **10 October 2017**  
President, John L Bloom

\_\_\_\_\_ **10 October 2017**  
Vice President, Angela Edmonson

\_\_\_\_\_ **10 October 2017**  
Treasurer, Lee Harker