

# **Mono Pickleball Club Constitution and By-laws**

## **VISION**

**For Fun, For Fitness, For Everyone**

## **MISSION**

**To develop and grow the sport of pickleball in the Town of Mono and surrounding communities by:**

- Promoting and advancing affordable and equitable access\* to the game of Pickleball,
- Making available opportunities for recreational as well as organized play at all levels,
- Providing an environment where interactions are respectfully social, safe, collegial and encourages sportsmanship.

\*welcoming to participants regardless of age, gender, sexual orientation, ethnic or racial origin, citizenship, religion or physical ability

## **By-Laws**

### **Article 1 NAME**

- 1.1. The name of the club shall be the Mono Pickleball Club, also known as MPC hereinafter referred to as the Club. It is a not-for-profit, volunteer-run organization.

### **Article 2 GOVERNANCE**

- 2.1 The Mono Pickleball Club falls under the umbrella of the Pickleball Ontario (PO) and Pickleball Canada (PC) and is subject to the constitutions, by-laws, policies and procedures, and rules of PO and PC. Every Member must have a membership with both PO and PC.

### **Article 3 BOARD OF DIRECTORS and EXECUTIVE OFFICERS**

- 3.1. The Club is governed by a Board of Directors (herein called the Board) consisting of six Executive Officers who are the President, Vice-President, Secretary, Treasurer, Membership/Registrar, and Past President, as well as one or more Members-At-Large.

- 3.2. The Board is elected for a one-year term by the members attending the Annual General Meeting (AGM). The Past President shall serve a one-year term, but may serve additional one-year terms as Past President at the discretion of the Board.
- 3.3. There shall be no limit to the number of terms a Board Member may serve on the Board.
- 3.4. The Board is to represent the Membership. The Board is responsible for all Club activities and Club maintenance. The Board must adhere to considerations of transparency so that all members are privy to decisions and the rationale for decisions.
- 3.5. All documents requiring authorization must be signed by 2 individuals from the positions of the President, Vice President, Treasurer and Secretary.
- 3.6. The members of the Board of Directors may remove a member of the Board from his/her position for just cause:
  - i. By a two-thirds (2/3) majority vote of the members of the Board present at a Board Meeting.
  - ii. If the Board member is absent from three (3) scheduled Board meetings during the year, without prior notice to the President.

### **3.7. Duties of the Board and the Executive Officers.**

- i. **THE BOARD is responsible for:**
  - a. Selecting who amongst them will serve in each of the Executive positions,
  - b. Selecting and overseeing volunteers annually as Activity Coordinators and assign them specific duties as necessary. Positions may include, but not limited to:  
Social Coordinator, Tournament Coordinator, Website Coordinator and other positions as deemed necessary,
  - c. Establishing a maximum number for Club Membership, as required,
  - d. Establishing and collecting members' fees and information related to Membership.
  - e. Maintaining the facilities of the Club in cooperation with the Maintenance Coordinator and the Town of Mono,
  - f. Selecting a qualified person or persons to offer lessons, clinics and other programs as per the Coaching Policy of the Club,
  - g. Overseeing planning for the ongoing and future development of the Club,
  - h. Overseeing promotion, marketing and community outreach,
  - i. Appointing board members or officers not filled at the AGM or which may become vacant.

ii. **PRESIDENT The duties of the President may include:**

- a. Preparing meeting agendas and chairing Board meetings and the AGM. As chair, it is understood the president only has a vote in the case of a tie. He/she must step down from chair to state his/her opinion during a meeting,
- b. Ensuring that the assigned duties of the Board members are carried out in a timely and efficient manner,
- c. Initiating and coordinating special projects and committees in conjunction with other members of the Board,
- d. Ensuring the scheduling of Club functions and events for each season,
- e. Ensuring that the Constitution and duties of the Board are reviewed periodically,
- f. Being the primary liaison with the Town of Mono Recreation Department or assigning a designee for this responsibility,
- g. Appointing, with the approval of the Board, committee chairpersons and committee members where necessary. Such committee members are not limited to the Directors of the Club but may also include members of the Club,
- h. Acting as the chief spokesperson and negotiator for Club activities unless otherwise designated.
- i. General supervision of the affairs of the Club.

iii. **VICE-PRESIDENT The duties of the Vice-President may include:**

- a. Carrying out the duties of the President during his / her absence or as requested by the president,
- b. Liaising with the website coordinator and social media person(s),
- c. Ensuring that the MPC constitution, bylaws and policies are reviewed as necessary and amended to be consistent with the mission of the Club.
- d. Arranging for special awards to members.

iv. **TREASURER The duties of the Treasurer may include:**

- a. Maintaining the financial records and Club's funds,
- b. Presenting a financial update periodically, at least quarterly, to the Board of Directors and a yearly budget to be approved by the Board and then presented to the Members of the Club at the Annual

- General Meeting,
  - c. Overseeing membership registration and the collection of fees with the Registrar and the Secretary,
  - d. Overseeing disbursements and ensuring the proper motion is recorded in the minutes. (note: a second “signee” from the President or Vice President is required for all disbursements),
  - e. Maintaining a petty cash fund in an amount not to exceed \$50.00 as deemed necessary,
  - f. Arranging an independent financial review as deemed necessary.
- v. **SECRETARY The duties of the Secretary may include:**
- a. Recording and distributing minutes of all Board meetings as well as minutes of the AGM and EGM,
  - b. Record all Action items agreed to by the Board electronically
  - c. Preparing and sending Club correspondence,
  - d. Maintaining a record of Members in concert with the Registrar using the Pickleball Canada portal,
  - e. Organizing and filing minutes for all Board meetings, AGM and EGMs.,
  - f. Safeguarding all the records of the Club,
  - g. Ensuring that all expenditures are duly moved/seconded/approved and recorded in the minutes.
- vi. **MEMBERSHIP/REGISTRAR The duties of the Registrar may include:**
- a. Collecting completed forms required for Membership,
  - b. Overseeing the collection of fees in concert with the Treasurer and Secretary,
  - c. Keeping records and status of Members in concert with the Secretary
- vii. **COMMUNICATIONS OFFICER The duties of the Communication Officer may include:**
- a. Responding to all correspondence to the Club,
  - b. Proofing and editing all correspondence from the Club, Board Members or Committee Chairs,
  - c. Ensuring that website and social media posting are complete, appropriate and consistent with the Club’s Vision and Mission in consultation with the director(s) responsible for those items,
  - d. Corresponding with the media if required.

**viii. DIRECTOR-AT-LARGE The duties of a Director-at-Large may include:**

- a. Actively participate in Board meetings and take part in the work of the Board as equals to the members assigned particular responsibilities.
- b. Representing the best interest of the Club and its members.
- c. Leading committees and other groups working for the betterment of the Club, such as, but not limited to maintenance/equipment, scheduling of facilities, club tournament, social media.

**ix. PAST PRESIDENT The duties of the Past President may include:**

- a. Providing consultation, as required,
- b. Being an advisor to inform the discussions of the Board to maintain continuity in the operation of MPC
- c. Seeking candidates for the next year's Board.

**4) Article 4 MEETINGS**

- 4.1. Board meetings shall be conducted regularly from April through October while the Club is active and as deemed necessary by the President during the off season. The Board members shall be given at least five days' notice of Board meetings unless they all agree to hold a meeting on shorter notice.
- 4.2. A quorum for Board meetings shall be defined as at least 50% of the Board. A majority of those present shall govern all decisions.
- 4.3. The AGM shall be held on a Saturday or Sunday in September or October at a location to be decided by the Board, or online using technology.
- 4.4. Every Member may vote in person or by proxy. If it is an online meeting, all those online may fully participate. This requires a FORM for proxy voting.
- 4.5. Notice of the AGM and a call for nominations shall be sent to members a minimum of 21 days in advance of the meeting.
- 4.6. A quorum for the AGM or Emergency General Meeting (EGM) shall be defined as 10% of the Membership. A majority-of those present at an AGM or EGM, or who have submitted signed proxies, shall make decisions.
- 4.7. Proposals to amend the Constitution must be given in writing to the President or Secretary a minimum of 21 days prior to the AGM or EGM. No alterations to the Constitution or Rules and Regulations shall be made except for those approved by a two-thirds majority of Members attending in person or by proxy at the Club AGM or EGM. Notice of such amendments shall be included with the notice of the AGM or EGM.

4.8. The AGM Agenda shall include the following:

- Quorum
- Adoption of the Agenda including Other Items of Business
- Reading and Approval of Minutes of previous AGM.
- Business Arising from the Minutes
- Report from the Board: President, Treasurer (Financial), Committee Reports
- Elections of Board of Directors
- Awards
- Other Items of Business

4.9. All notices are deemed to be effective from date of emailing.

**5 Article 5 FINANCES / BUDGET**

- 5.1. All funds owned by the Club can only be used for Mono Pickleball Club purposes, such as facility improvements, club programs, and promoting the game of pickleball within the community.
- 5.2. The Club functions in partnership with the Town of Mono Recreation Department. The Club contributes an annual agreed amount of funds, equipment and / or volunteer service towards the improvement and maintenance of the courts. All improvements are subject to Town of Mono Council approval.
- 5.3. Financial commitments under \$200 are at the discretion of any Board member in consultation with the President.
- 5.4. A majority of the Board approval is required to make decisions for all financial commitments exceeding \$200 and not exceeding \$2,000 that are not offset by revenue for the same financial commitment.
- 5.5. Financial commitments above \$2,000 not offset by revenue designated for the same financial commitment shall require a decision by the Members at an AGM or EGM.”
- 5.6. The fiscal year for annual reporting purposes shall be September 1 to August 31 unless otherwise stipulated by the Board.