

Mono Pickleball Club Constitution

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

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 CODE of CONDUCT

All members of the Mono Pickleball Club (MPC) agree to play the game with the utmost respect and consideration for other players, and the rules of the game. Members further acknowledge that the goal is to provide a safe environment where all players can play the game to the best of their ability, to learn and to have fun!

Depending upon the severity of an unpleasant incident, the Board of Directors, at their sole discretion, reserves the right to impose a penalty, including the suspension or termination of their membership. No membership refund will accompany suspension or termination.

Article 3 MEMBERSHIP

- 3.1. The courts are open for pickleball use to anyone who has purchased either a Membership through the Club (herein called a Club Membership and individuals are called Members) or a *non-club membership* through the Town of Mono's Recreation Department. The latter normally allows play during specified "*non Club*" hours.
- 3.2. Members must pay their membership fees annually and complete the required registration process, including all waivers, and present proof of paid membership with Pickleball Ontario and Pickleball Canada, before playing on the courts.
- 3.3. Guests may attend with a Member after completing all waiver forms and paying a fee determined annually by the Board. Guests may attend a maximum of 3 times per season.
- 3.4. Members and their guests must follow the rules and regulations established by the Board of Directors (herein called the Board), and follow the Code of Conduct.
- 3.5. An adult Member refers to a person who is 18 years of age or older at the commencement of the calendar year. A junior Member refers a person who is 17 years of age or younger at the commencement of the calendar year.
- 3.6. Only adult Club Members in good standing are permitted to reserve courts, participate in Club

events, play on Club teams, attend and vote at Annual General Meetings or Emergency General Meetings, serve on the Board, or enroll in tournaments as a representative of the Mono Pickleball Club.

- 3.7. A junior member may apply to the Board for an exemption to one or more of above with rationale, and the Board may consider the request on an individual, case by case, basis. This would not establish a precedent nor guarantee future exemptions.
- 3.8. Membership shall be annually from January 1st to December 31st as per Pickleball Ontario. Generally play will resume in spring and end in fall, depending on weather conditions, as per the decision of the Board.

4. **Article 4 BOARD OF DIRECTORS and EXECUTIVE OFFICERS**

- 4.1. 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.
- 4.2. 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.
- 4.3. There shall be no limit to the number of terms a Board Member may serve on the Board.
- 4.4. 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.
- 4.5. All documents requiring authorization must be signed by 2 individuals from the positions of the President, Vice President, Treasurer and Secretary.
- 4.6. The members of the Board of Directors may remove a member of the Board from his/her position for just cause:
 - By a two-thirds (2/3) majority vote of the members of the Board present at a Board Meeting.
 - If the Board member is absent from three (3) scheduled Board meetings during the year, without prior notice to the President.

4.7. **Duties of the Board and the Executive Officers.**

4.7.1. **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: Maintenance Coordinator, Communications Coordinator, Junior Coordinator, Social Coordinator, Tournament Coordinator, Social Media 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 documents 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,

- 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.

4.7.2. 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. General supervision of the affairs of the Club.

4.7.3. 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. Arranging for special awards to members.

4.7.4. TREASURER The duties of the Treasurer my include:

- a. Maintaining the financial records and Club's funds,
- b. Preparing the annual financial statement for presentation at the AGM,
- c. Overseeing membership registration and the collection of fees in concert 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. Arranging an independent financial review as deemed necessary.

4.7.5. 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. Preparing and sending Club correspondence,
- c. Maintaining a record of Members in concert with the Registrar using the Pickleball Canada portal,
- d. Organizing and filing minutes for all Board meetings, AGM and EGMs.
- e. Ensuring that all expenditures are duly moved/seconded/approved and recorded in the minutes.

4.7.6. 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.

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

- a. Providing consultation, as required,
- b. Seeking candidates for the next year's Board.

5. Article 5 MEETINGS

- 5.1. 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.
- 5.2. Provided that there is at least half of the Board present at a Board meeting (quorum), a majority of those present shall govern all decisions.
- 5.3. 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.
- 5.4. Every Member may vote in person or by proxy. If it is an on line meeting, all those on line may fully participate.
- 5.5. Notice of the AGM and a call for nominations shall be sent to members a minimum of 21 days in advance of the meeting.
- 5.6. A quorum for the AGM or EGM shall be defined as 10% of the Membership.
A majority of those present at an AGM or Emergency General Meeting (EGM), or who have submitted signed proxies, shall make decisions.
- 5.7. 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.
- 5.8. 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
- 5.9. All notices are deemed to be effective from date of emailing.

6. Article 6 FINANCES / BUDGET

- 6.1. 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.
- 6.2. 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.
- 6.3. The Club falls under the umbrella of the Pickleball Ontario (PO) and Pickleball Canada (PC) and is subject to the constitution, by-laws and rules of PO and PC. Every Member must have a membership with both PO and PC.
- 6.4. Financial commitments under \$200 are at the discretion of any Board member in consultation with the President.
- 6.5. A majority of the Board approval is required to make decisions for all financial commitments exceeding \$200 and not exceeding \$2000
- 6.6. Financial commitments above \$2,000 shall require a decision by the Members at an AGM or EGM.
- 6.7. The fiscal year for annual reporting purposes shall be September 1 to August 31 unless otherwise stipulated by the Board.

7. Article 7 SOLICITATION

- 7.1. No Member shall canvass, solicit or exhibit any service or product of any kind whatsoever on Club premises or at any Club activity or event unless previously authorized by the Executive.
- 7.2. No Member shall utilize the membership list for solicitation or canvassing for any product or service or political party.