

# **Herons Glen Pickleball Association By-Laws**

## **Article I. Name**

This organization shall be known as the *Herons Glen Pickleball Association (HGPA)*.

## **Article II. Mission Statement**

The HGPA mission is to offer Herons Glen residents opportunities to participate in the game of Pickleball. It will promote, organize, schedule and communicate events for both social and competitive venues. It will also recommend maintenance and other improvements for the Pickleball facilities to the HGRD General Manager.

## **Article III. Membership**

- a) HGPA membership shall be open to all Herons Glen residents and will also include renters of Herons Glen Resident's Homes. Membership will allow the individual to participate in tournaments (when scheduled), vote for HGPA directors, serve on committees, receive monthly newsletters and participate in other HGPA activities.
- b) Dues/renewal dues shall be paid annually for the calendar year, January 1 through December 31. The amount of the fees will be determined by the HGPA Board.

## **Article IV. HGPA Board of Directors (the Board)**

A Board of five (5) elected Directors shall govern the HGPA. It shall consist of a President, Vice President, Secretary, Treasurer, and one Member-at-Large.

- a) Officers of the Board will be elected by the HGPA Board members each year at the annual Pickleball Association Meeting that will be held in March.
- b) Board members shall serve for a period of two years.

## **Article V. Directors and their duties**

### **President:**

- a) Conduct and schedule all business meetings
- b) Approve all communications to HGPA members
- c) Sign checks (when/if required)
- d) Meet with HGRD Board and General Manager (as required)
- e) Liaise with ad hoc committees

### **Vice President:**

- a) Assume the duties of the President in his/her absence
- b) Perform the tasks assigned to him/her by the President
- c) Liaise with ad hoc committee

Secretary:

- a) Schedule business meetings
- b) Record the proceedings of all formal HGPA meetings
- c) Maintain the PB website and other communication media
- d) Maintain the roster of paid members and post to website
- e) Distribute copies of the minutes to all Board members in a timely basis (as required)
- f) Liaise with ad hoc committees

Treasurer:

- a) Serve as the custodian of all monies of the HGPA
- b) Maintain the checking account for the HGPA for receiving and distributing all funds and sign checks
- c) Prepare an annual report for the Board showing funds received and distributed and prepare an annual budget when required
- d) Communicate with the IRS and file all required forms for a 501 (c) (3) organization
- e) Publish monthly financial report on HGPA website
- f) Liaise with ad hoc committees

Member-at-Large:

- a) Perform the tasks assigned to him/her by the President
- b) Assist in Communications to members via email and HGPA website
- c) Liaise with ad hoc committees
- d) Reserve rooms and facilities (when necessary) for meetings

**Article VI. Meetings**

- a) The Board shall meet no less than four (4) times a year – more often if required
- b) An Annual HGPA Association meeting shall be held in March to review HGPA business
- c) General meetings may be called at any time if deemed necessary by the HGPA Board
- d) A quorum shall consist of three (3) of the Board members
- e) A simple majority will be required to approve any motions that reach the floor

**Article VII. Elections**

- a) Elections for Board members shall occur every year beginning in March, 2018.
- b) A nominating committee consisting of no less than two (2) people shall be appointed by the Board by January 15<sup>th</sup>. HGPA Directors cannot serve on the nominating committee nor participate in any activities of the nominating committee.
- c) Three (3) Board members will be elected in even numbered years. Two (2) Board members will be elected in odd numbered years.
- d) All incumbent Directors have the option to place their names on the slate for the upcoming two (2) year period for continuation of office.
- e) The nominating committee shall post a slate of the Board Candidates for the upcoming election prior to February 15<sup>th</sup>. After posting, any additional person(s) wishing to run for office shall, within five (5) days of the initial posting, submit their names to the nominating committee. Their names will then be added to the posted

listings. Posting will be on the HGPA website and, also, at the bulletin board at the Courts. All candidates must be residents of Herons Glen and members of HGPA.

- f) The nominating committee shall prepare electronic ballots for the upcoming election, if required (if the number of openings equals the number of candidates, no election is required). Ballots shall be emailed to all HGPA members. Ballots will also be available at the Courts. All ballots must be returned before the posted time shown on the ballot. Only paid HGPA members are allowed to vote. Proper forum for announcing the new Board members would be prior to March 31<sup>st</sup>, at the yearly Banquet or at the yearly Association Annual meeting.
- g) If a Board member resigns or leaves the Board prior to the end of their term, the remaining Board members will poll membership and/or may appoint, at their discretion, a temporary Board member who will complete the term of the existing Board member. Approval will require a majority vote by the remaining Board members.

### **Article VIII. Committees**

There will be no standing committees for the HGPA. All committees will be Ad Hoc Committees and will serve at the pleasure of the Board. Ad Hoc Committees can be dissolved by the Board at any time without cause. A Board member will be assigned to each committee as Board liaison.

### **Article IX. Items requiring Board Approval**

- a) All tournaments, published court schedules, Association communications and expenditures greater than one hundred dollars (\$100.00), shall be approved by the Board. A simple majority vote is required. Electronic approval (email, text, etc.) is acceptable.
- b) Funds donated to non-charitable entities may not be financed by membership dues. Other funds (i.e. tee shirt sales, 49/51 raffle, etc.) may be used.

### **Article X. Removal of a Board member**

The HGPA Board can remove a Board member by a 4 to 5 vote (80%) by his/her fellow board members. Reasons for removal include, but are not limited to, disruptive behavior, failure to attend meetings, foul language, etc.

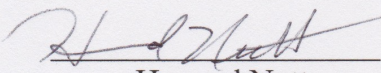
### **Article XI. Ratification**

The HGPA Board will have final approval to the bylaws and amendments to the bylaws. Bylaws and amendments to the bylaws will be approved by a simple majority vote (3/5 or 2/3). Robert's rules of order will be used as a guideline for the approval process. Recommendations for bylaw changes can be made at any time from HGPA members to a Board Member via written communication (email, text, etc.). These recommendations will be considered at the next Board meeting. Bylaws and bylaw amendments will be shared with the Association members at the Annual meeting.

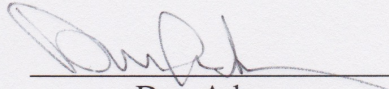
**Article XII. Dissolution**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purpose within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

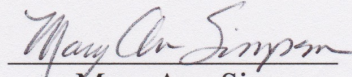




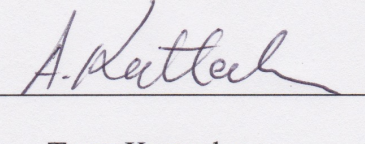
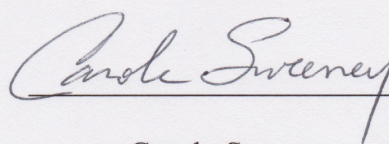
Howard Nutt  
President, HGPA



Don Adams  
Vice President, HGPA



Mary Ann Simpson  
Secretary, HGPA



Carole Sweeney  
Treasurer, HGPA

Tony Kattenhorn  
Member at Large, HGPA

Dated: 9/20/2018

## Amendments to the By-Laws 09/20/18

Article V Secretary- c) changed from Assist in Maintaining to Maintain

Article V Secretary-d) added Maintain roster of paid members and removed same from Treasurers duties

Article V Treasurer b) removed word joint from checking account, and removed (two signatures required)

Article V Treasurer d) removed maintain roster of paid members as now secretary duty

Article V Treasurer d) added Communicate with the IRS and file all required forms for a 501 (c ) (3) organization

Article IX. Associations communications and expenditures greater than \$100.00 shall be approved by the Board.

Article XII Dissolution-new article added: Upon the dissolution of this organization, assets shall be distributed for one or more exempt purpose within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.