



Stouffville Pickleball Players

Constitution and By-Laws

October 1, 2023

Version 1.0

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Constitution and By-Laws

Date: October 1, 2023

Section 1. Name

The name of the organization shall be called: Stouffville Pickleball Players, herein referred to as the SPP.

Section 2. Form of Organization, Purpose, and Objectives

2.1 Organization The SPP is organized as a not-for-profit club governed by an Executive Committee.

2.2 Purpose of the Club The purpose of the Club is to promote the sport of pickleball and to provide enjoyable recreational and social activities for all members.

2.3 Objectives

- a) To contribute to the development of the Community by promoting and encouraging the game of pickleball.
- b) To encourage social and recreational activities among the club membership.
- c) To plan, develop, and implement pickleball programs for the members.

Section 3. Membership

3.1 Eligibility

- a) Membership shall be open to anyone living in Ontario and 18 years of age or older and who has paid the annual SPP membership fee, signed the SPP waiver form and is a member of Pickleball Canada (PCA) and Pickleball Ontario Association (POA).
- b) Membership is required to participate in pickleball playing activities such as drop-in, round robins, tournaments, ladder at scheduled times, etc.
- c) No eligible person shall be denied membership because of their race, colour, religion, creed, national origin, sexual orientation, disability, sex, or marital status.

3.2 Code of Conduct

- a) All members are expected to follow the directions of the duly elected officers on the SPP or their appointed representative(s) in an orderly manner at all functions of the SPP.
- b) The officers of the SPP have the right to deny a member's participation in an SPP activity if they feel that the participation would adversely affect other members of the SPP.
- c) The officers of the SPP or their representative(s) may request that a member leave an activity if the participant(s) has on one or more occasions refused to follow directions or is disruptive, disrespectful of the officers, their representative(s) or other members of the SPP. The offender is subject to disciplinary action.

- d) Disciplinary Action
 - i. If the offending member(s) does not leave when requested the police will be called.
 - ii. The Executive Committee may prohibit the member(s) participation in SPP functions or meetings for 30 days.
 - iii. A second infraction may result in a hearing and expulsion from the SPP with a unanimous vote from the SPP Executive Committee. At the hearing, the offender may have a spokesperson who is a member in good standing.
 - iv. The offender has a right to appeal to the SPP Executive Committee. The SPP Executive Committee has the right not to hear the appeal.

3.3. Fees

- a) Membership fees shall be recommended annually by the Executive Committee and approved by a majority at the club's Annual General Meeting (AGM).
- b) Such total fees shall be payable at the time of application for membership.

3.4 Member Application and Waiver Form

- a) Membership application and waiver form shall be made in writing to the Club annually and the membership year shall be from January 1st to the following December 31st.

3.5 Remuneration

- a) No individual member may receive compensation for services rendered in support of the activities of the SPP from non-members or outside sources without the approval of the SPP Executive Committee. Compensation includes merchandise, services, benefits, or rebates from vendors providing services or merchandise to the SPP that are not provided to every member. With approval from the Executive Committee reimbursement of actual expenses or reasonable compensation to members for services rendered to the members of the SPP may be permitted.

Section 4. Officers and Executive Committee

4.1 Officers

- a) The Executive Committee will consist of the following voting Officer positions:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. Member-at-Large
 - vi. Immediate Past President (Advisory position for one-year, non-voting status)

- b) The Executive Committee may also appoint non-voting Director positions such as:
 - i. Pickleball Training and Development Director
 - ii. Social Director
 - iii. Marketing and Public Relations Director
 - iv. IT Manager (Information Technology)

4.2 Removal of an Officer

- a) Any member may propose the removal of an officer. If 10 percent or more of the members concur with the proposal, a meeting will be held. At the meeting, the reasons for the removal will be presented and the officer in question will be given the opportunity to be heard. At the conclusion of the hearing portion of the meeting, the proposal will be put to a vote. Removal of the officer requires the vote of a simple majority of those present.

4.3 Vacancy

- a) If there is a vacant Officer position the remaining Officers may appoint a member to fill that vacancy until the next AGM or Special General Meeting. If the President position becomes vacant, the Vice President will assume the position of President automatically.

Section 5. Duties of the Officers

5.1 The Executive Committee Members shall:

- a) Administer or oversee the affairs of the Club.
- b) Attend general meetings to provide input to discussions and vote on issues as raised.
- c) Approve or deny items that are brought forward by the general membership.
- d) Participate in organizing club socials, club championships, and house league play as required.
- e) Execute duties as defined re. their specific role.

5.2 President shall:

- a) Play a leadership role in running the club.
- b) Oversee the General administration of the Club activities.
- c) Preside at meetings of the Executive and of the Club and generally exercise such authority as is usually associated with this office.
- d) Be accessible to all members.
- e) Call Executive, AGM, and Special General Meetings when necessary.
- f) Assign duties/responsibilities to the executive committee as required.

5.3 Vice-President shall:

- a) Act on behalf of the President in any general executive meetings when applicable.
- b) Support the President as required.
- c) Organize a sub-committee for the conducting of tournaments.

- d) Be responsible for the purchase of equipment for the pickleball club within the approved budget.
- e) Attend AGM to provide the status of the Pickleball facilities and an update on the acquisition of existing equipment or new equipment required throughout the year.
- f) Participate in all Executive meetings for those annual items brought forward as part of the administration and maintenance of the pickleball facility.
- g) Be responsible for any Club awards.

5.4 Treasurer shall:

- a) Keep safe all club monies.
- b) Maintain the financial records of the Club using general bookkeeping practices.
- c) Receive, record, and deposit all monies paid into the Club.
- d) Pay and record club expenses directed by the Executive outlined in the by-laws.
- e) Prepare and present the required financial statements at the Annual General Meeting of the Club as outlined in the constitution.
- f) Assist the Executive committee members in the preparation of a budget for the following year.
- g) Ensure that the club operates within its annual budget.

5.5 Secretary shall:

- a) Receive and maintain minutes of all meetings held by the Executives and Directors.
- b) Take minutes at all Executive meetings, Annual General Meetings, and Special General meetings.
- c) Distribute minutes no later than one week after said meetings.
- d) Advise the Executive of all upcoming executive committee meetings.
- e) Deal with all correspondence as directed by the Executive.
- f) Communicate with club membership, ensuring that they are aware of club news, activities, and scheduled events.
- g) Oversee the club website.

5.6 Member-at-Large shall:

- a) Oversee the entertainment and food aspect of the socials in the club.
- b) Attend Executive Committee meetings as an executive voting member of the committee.
- c) Be responsible to the Executive Committee to store and maintain in good order the club equipment.

5.7 Past President shall:

- a) Perform such duties as the President may from time to time designate.
- b) Attend Executive Committee Meetings, AGMs, and Special General Meetings and shall act in an advisory capacity.

Duties of Directors (non-voting members)

5.8 Pickleball Training and Development Director shall:

- a) Organize and play the leadership role in instructing new members to pickleball.
- b) Develop Pickleball skills and team spirit within the club membership.
- c) Organize free Clinics for the club.
- d) Provide advice on Club Championships and other Club play such as social or round-robin events.

5.9 Social Director shall:

- c) Organize the entertainment and food aspect of the socials in the club.
- d) Organize volunteers for individual events and encourage fellowship.
- e) Attend Executive Committee meetings as an executive non-voting member of the Committee.
- f) Manage costs for social events within the allocated budget.

5.10 Marketing and Public Relations Director shall:

- a) Promote membership of the Club.
- b) In charge of organizing marketing activities.
- c) Coordinates marketing activities to influence players to play at the clubs' facility over the competitors.
- d) Carries out research to gain a clear understanding of what the members want in a pickleball club.

5.11 IT Director (Information Technology) shall:

- a) Oversee the creation and management of the pickleballstouffville.ca website.
- b) Manage all registered members through the website and reconcile that list with the Pickleball Canada list.
- c) Provide information to members and potential members about the workings of the website.
- d) Coordinate with the Secretary to disseminate general information to the membership through the website.
- e) Create and manage events through the website.
- f) Manage weekly Ladder Tournaments.
- g) Through the membership, search for and train for an IT succession.

Section 6. Election of the Executive Committee

6.1 Elections

Officers will be elected annually by the membership. The election will be by a majority of the members who vote.

6.2 Nominations

- a) Nominations for committee positions shall be requested from the members at least 30 days prior to the Annual General Meeting. (The first year of the club formation will be an exception. The Executive Committee will be assigned for the first year

- and will be in power until the AGM the following year).
- b) The nominations shall be delivered to the Secretary at least 20 days prior to the Annual General Meeting. (The first year of the club formation will be an exception).
 - c) The list of nominees shall be included in the notice of the Annual General Meeting sent to all members at least 10 days before the AGM meeting.
 - d) Elections shall take place by secret ballot should there be more than one member nominated for any elected position.
 - e) Any member in good standing whose membership for the current year is paid is eligible to vote.
 - f) The current executive is responsible for tabulating votes and announcing the results.

6.3 Commencement of Term

- a) Elected members of the Executive Committee shall hold office from the date of the AGM or Special General Meeting at which they are elected until the date of the next Annual General Meeting.
- b) Appointed members of the Executive Committee shall hold office from the date of their appointment until the date of the next Annual General Meeting.

6.4 Successive Terms

- a) Normally no member of the Executive Committee may be elected to the same office for more than four years consecutively.

Section 7. Meetings

7.1 Annual General Meeting (AGM)

- a) The Annual General Meeting AGM of the Club shall be held each year in October.
- b) The Membership shall be advised of the date, time, and place of the meeting, in writing, at least 10 days prior to the AGM.
- c) Only members who have paid their dues prior to thirty (30) days before the AGM may vote.

7.2 Report at Annual General Meetings

Order of Business. The suggested order of business at the AGM of the club should be as follows:

- a) Call to Order
- b) Approve Minutes from previous AGM
- c) Financial Statements from Treasurer: Comparison of past year's expenses to current year's expenses with explanations re; variances and budget for the coming year.
- d) Report from the President
- e) Report from each Director regarding activities within their respective areas
- f) Major Executive decision of the past year.
- g) Developments/Activities of the past year
- h) Amendments to the Constitution

- i) Miscellaneous or Special Business
- j) Nomination and election of the executive committee members
- k) Adjournment

7.3 Special General Meetings

- a) Special General Meetings may be held at any time at the request of the President or the written request of not less than 10 % of membership. The membership shall be advised of the date, time, and place of the meeting, in writing, at least 7 days prior to said meeting.

7.4 Quorum

- a) A quorum at any Special or Annual General Meeting shall consist of not less than 10% of the Membership of the Club. Said quorum must be present at all times during the meeting. Should a quorum not be present at any time during a meeting, then the President shall terminate the meeting and any business remaining shall be referred to the Executive for any necessary action.

7.5 Meetings of the Executive Committee

- a) Executive Committee Meetings will be called at the discretion of the President.
- b) There should be a minimum of two (2) Executive Committee meetings per year.
- c) Quorum: A quorum shall consist of three (3) of the Executive Committee officers.

7.6 Voting

- a) Elections and club business requiring a vote shall be decided by a simple majority of eligible members present, unless otherwise stated in the Constitution or By-laws.
- b) In any vote that results in a tie, the President will cast a second vote to break that tie, even if the chair of that meeting has been delegated.

Section 8. System of Governing

8.1 The Administration and Finances

- a) The administration and finances of the Club shall be managed by the members of the Club's Executive Committee. All matters shall be decided democratically upon the will of the majority of the Officers.

8.2 Fiscal Year

- a) The fiscal year of the club shall be the period from January 1 to December 31. The budget and financial statements will correspond to the same fiscal year.

8.3 Bank Account

- a) A bank account will be established at a local bank and must be used to transact all club business.

8.4 Type of Organization

- a) The Stouffville Pickleball Players (SPP) is a not-for-profit organization.

Section 9. Executive Committee Powers

9.1 Powers

- a) The Executive Committee shall have full power to administer the business and affairs of the Club, including but without limiting the generality of the foregoing:
 1. Control over all financial accounts and the disbursements of fees accruing to the Club. Non-budgeted expenditures in excess of \$1,000.00 shall be presented at the AGM or the Special General Meetings and must be approved by a two-thirds vote of the members present.
 2. Only Executive Committee members may vote at Executive Committee meetings.
 3. Signing Officers for cheques shall consist of any two of the following persons:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Member-at-Large
 4. If disbursement for one item is over \$500.00 either the President or the Vice President must be one of the two signatures.
 5. All disbursements shall have Executive Committee approval, to be recorded in the minutes of Executive Committee meetings.

9.2 Interpretation

- a) The Executive Committee shall have the power to interpret this Constitution and By-laws, as adopted. In all cases where the interpretation is challenged the decision of the Executive Officers shall be final, subject to the right of any member to take an appeal to the next General Meeting. The appeal must be submitted in writing to the Executive Committee at least 10 days prior to the date of the meeting. A two-thirds majority of the members present will be necessary to alter the determination made by the Executive Officers.

9.3 Club Business Relationships

- a) The President will appoint one executive member to provide the communication link between the club and the Town of Whitchurch-Stouffville on behalf of the Stouffville Pickleball Players. The appointed member will deal with all items relevant to Pickleball Club management (administration of the running of the club) including issues brought forward by the community or membership.

9.4 Protection of Directors

- a) Every Director or Officer of the SPP, in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the SPP, and exercise care, diligence, and skill that a responsible prudent person would exercise in comparable circumstances. Subject to the foregoing, no director or officer shall be liable for the acts, receipts, neglects, or defaults of any other director or officer for any damage or expense happening to the club.

Section 10. Amendments to the Constitution and/or By-Laws

This Constitution and or By-Laws may be amended at the AGM or any Special General Meeting of the club by a vote of two-thirds (2/3) of all members present and must vote in favour of any motion to amend. Notice of all amendments must be delivered to the membership, in writing, at least 10 days prior to the AGM or the Special General Meeting at which they are to be discussed.

Ratification

Date Ratified: October 1, 2023
(the date on which the content of this document was agreed upon)

President

Name: Dennis Carter

DocuSigned by:
Dennis Carter
Signature.....4AF556567B394C0.....

Vice President

Name: Karen Hewitt

DocuSigned by:
Karen Hewitt
Signature.....B5348BA37F984D8.....

Treasurer

Name: Anne Brooks

DocuSigned by:
Anne Brooks
Signature.....8F5B93E47ECE4AD.....

Secretary

Name: Jennifer Parker

DocuSigned by:
Jennifer Parker
Signature.....7813578A0632470.....

Member-at-Large

Name: Helen Hartai

DocuSigned by:
Helen Hartai
Signature.....B84584B21DC3483.....