

Greater Houston Pickleball

EIN#XX-XXXXXXX

BY-LAWS

ARTICLE I - Organization Name

The name of this organization shall be Greater Houston Pickleball. This club will operate as a non-profit organization and accordingly has a tax-free Federal Identification Number and by-laws. When revenues exceed expenses, the net gain will be used to foster continued club growth and activity.

ARTICLE II - Objectives

The objectives of Greater Houston Pickleball are:

To grow the game of pickleball in the greater Houston area for the health and well-being of its members through competition, enjoyment of belonging to a community of pickleball enthusiasts, and improving our neighborhoods by providing pickleball facilities.

Methods to achieve these objectives include:

- Social and competitive pickleball events
- Intra and inter club pickleball events
- Clinics, training sessions and demonstrations to enhance member pickleball skills

ARTICLE III - Membership

Section 1: Any person is eligible to become a member by subscribing to its By-laws and by payment of dues as hereinafter provided, and shall be eligible for all competitive play and activities. There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organizations. Members are encouraged but not required to join USA Pickleball.

Section 2: Greater Houston Pickleball shall have an Operating year from January 1 through December 31.

Section 3: Membership can be suspended for an individual for designated temporary periods by majority vote of the Board and a suspended member shall not have the right to play in any Greater Houston Pickleball events during the suspension.

Section 4: Unless suspended pursuant to Section 3 above, any member with dues paid up to date shall be in good standing and entitled to vote at membership meetings of Greater Houston Pickleball and to participate in all Greater Houston Pickleball events upon compliance with regulations under which such events may be held. Members may vote on all issues presented at membership meetings.

ARTICLE IV- Dues

Section 1: Annual dues of \$25 shall be required to be eligible for full participation as a member of this club. The dues will be payable upon joining and renewable on January 1 of each year. The annual dues amount may be changed at any time by a majority vote of the Greater Houston Pickleball Board.

Section 2: Members shall pay the full current year's dues when joining before July 1. Membership dues for members joining Greater Houston Pickleball on or after July 1 will be 50% of the annual dues for the remainder of the calendar year.

ARTICLE V - Board and Officers

Section 1: The Officers of Greater Houston Pickleball shall be the President, Vice-President, Secretary, and Treasurer. There will be three Directors: Director of Competition, Director of Socials and Membership, and Director of Communications and Promotions. These Officers and three Directors shall comprise the Board, and must be members in good standing pursuant to Article III. The officers and directors shall be elected at the Annual Membership meeting, shall assume office on January 1, and shall serve for a period of one year. The Annual Meeting will be held in November or December at a date determined by the President.

Section 2: The Board shall have supervision and control over all affairs of Greater Houston Pickleball and shall have the power to:

- A. Make and amend rules for the conduct of pickleball tournaments and social affairs that Greater Houston Pickleball may sponsor.
- B. Represent Greater Houston Pickleball to the management, staff, and contractors of other public and private entities with regard to Greater Houston Pickleball objectives. Any substantive agreement made with any other organization must be put in writing for the Greater Houston Pickleball files.
- C. Raise funds through: 1) annual dues assessments 2) charging fees for Greater Houston Pickleball tournaments and social events 3) sponsorship of pickleball tournaments or other activities that appropriately promote the objectives of Greater Houston Pickleball 4) Donations 5) Advertising
- D. Expend funds for the operations of Greater Houston Pickleball, including expenses for Greater Houston Pickleball tournaments and social events, and to promote the objectives of Greater Houston Pickleball.
- E. Make appropriate donations to charitable organizations.
- F. Arbitrate and implement all rules and rules interpretations as described in the USA PICKLEBALL OFFICIAL TOURNAMENT RULEBOOK.

Section 3: All Board members are to attend monthly meetings. If unable to attend, notice is to be given to the Board in advance of the meeting.

ARTICLE VI - Board Member Duties

Section 1: **PRESIDENT:** The President shall assume association leadership, preside at Annual and special meetings of Greater Houston Pickleball and at all Board meetings. The President shall appoint chairs of committees, call special meetings as needed and be a spokesperson for the Association in communicating with other clubs and associations and government entities. The President shall be an ex-officio member of all committees. The President shall also be responsible for issuing guidelines and rules for the Club's activities on items not covered by the Club by-laws. The President shall be responsible for reporting membership feedback with regard to facilities and club operation.

Section 2: **VICE-PRESIDENT:** The Vice-President shall, in the absence of the President, perform all the duties of the president's office. The Vice-President shall be an ex-officio member of all committees.

Section 3: **SECRETARY:** The Secretary shall record the minutes of the Greater Houston Pickleball Board meetings and other meetings of Greater Houston Pickleball and provide those to all members of the Board. Copies of all correspondence shall be given to the President.

Section 4: **TREASURER:** The Treasurer shall collect all funds for Greater Houston Pickleball and disburse funds as directed by the Board. The Treasurer shall record and maintain Greater Houston Pickleball financial accounts in files belonging to Greater Houston Pickleball, which shall be kept at all times open to inspection by the Board. The Treasurer shall make a written report of the financial condition of Greater Houston Pickleball at each monthly meeting reflecting all pertinent funds collected and dispersed. Annually or as otherwise required, the Treasurer shall submit documents required by the IRS. The Treasurer shall maintain a history of financial documents to comply with IRS requirements. The Treasurer will prepare an Annual Budget for review and present monthly status reports.

Section 5: **DIRECTOR of COMPETITION:** This Director shall be responsible for managing competitive events determined by the board. The Competition Director shall be responsible for maintaining event rules and informing the membership appropriately. The Competition Director will be responsible for coordination of training and clinics to allow members to enhance their skills and also to recruit new members for Greater Houston Pickleball.

Section 6: **DIRECTOR of SOCIALS and MEMBERSHIP:** This Director shall plan and execute social activities for the Club. This Director shall maintain membership records and roles and encourage new memberships. This Director shall also be responsible for coordination of all food and beverage servings at Greater Houston Pickleball events.

Section 7: **DIRECTOR OF COMMUNICATION:** The Director of Communication shall oversee the creation, maintenance and use of website, internet, social and printed media for Greater Houston Pickleball, develop and supervise the use of Greater Houston Pickleball's logo in advertising and communications and develop

sponsorship and fundraising programs and manage relationships with key sponsors and donors.

Section 8: VACANCIES and REMOVAL:

In the event that a Board member is not attending meetings or not fulfilling the duties of their position as defined by the job description, such member can be removed by resolution and unanimous decision of the other board members.

The President, with the approval of a majority of the Board, may appoint for a term not to exceed the duration of the current term, any member of Greater Houston Pickleball in good standing to fulfill the duties of any Officer or Director when a vacancy exists. Such appointed person may, but need not, be an elected member of the Greater Houston Pickleball Board. In the event that the office of the President is vacant, the Vice-President shall become the President.

ARTICLE VII: ACCOUNTING

Section 1: Greater Houston Pickleball shall maintain a checking account with an independent bank determined by the Greater Houston Pickleball Board.

Section 2: Board members are the only Greater Houston Pickleball members authorized to charge items to the bank account.

Section 3: The signatures of President, Vice-President or Treasurer shall be the authorizing signatures of the checking account. Two approvals will be required on expenses with an amount over \$200.

Section 4: The Director of Social and Membership shall be given a debit card in order to purchase food and beverage as the role requires. The card will have a limit of \$200 per transaction.

ARTICLE VIII - Meetings

Section 1: The Board shall hold regular monthly meetings at a place and time to be determined by the President. Any member in good standing may attend Board meetings, but only Board members may vote. A majority of the Board members must be present at Board meetings to constitute a quorum which is necessary to conduct the meeting. A majority vote of the attending Board members is required to pass any proposal that is presented at such Board meeting.

Section 2: The Annual meeting of Greater Houston Pickleball membership shall be held in November or December of each calendar year. Notice of the time and date of the Annual meeting shall be communicated to Greater Houston Pickleball members via email and/or publication on the Greater Houston Pickleball website at least one month prior to the meeting. A majority vote of the attending Greater Houston Pickleball members is required to pass any proposal that is presented at an Annual meeting.

Section 3: Special Board meetings may be called at any time by agreement of a quorum of the Board or by order of the President. In the event the President or a quorum of the Board deems a Special meeting of the

Board not practical, any issue requiring timely approval of the Board can be communicated by soliciting votes from all Board members via email. Approval shall require a majority of the Board members.

Section 4: Special meetings of the Greater Houston Pickleball membership may be called by the President or by a quorum of the Board by giving one month notification to the membership. Such meetings may be held in person or virtually with voting by roll call to be recorded by the Secretary.

Section 5: All meetings, whenever practical, should be conducted according to "Roberts Rules of Order."

ARTICLE IX - Elections

Section 1: Greater Houston Pickleball shall hold its Board Member election at the Annual membership meeting. Notice of the time and issues to be addressed shall be given each member according to the notice requirements of Article VIII.

Section 2: Prior to the Annual Greater Houston Pickleball Membership Meeting, the Board shall announce its nominations for each position on the Board for the coming year. Nominations may also be made from the floor at the Annual meeting, with the nominee's approval. To be eligible for nomination, a member must be in good standing.

Section 3: Term of Office:

No Board Member shall serve as President more than three consecutive years.

No Board Member shall serve as Treasurer more than three consecutive years.

A three-consecutive year service limit by any Director is encouraged, but not mandatory.

Article X - Amendments

These By-laws may be amended at any Annual or Special meeting provided notice of the proposed amendments shall have been provided each member via mail, email, and/or posting on the Greater Houston Pickleball website at least one month prior to the meeting. Adoption of any amendment shall require a two-thirds affirmative vote of the membership present.

APPLICABLE SIGNATURES

President _____ **Date** _____

Vice-President _____ **Date** _____

Treasurer _____ **Date** _____

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished, state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked, "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone.
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. – may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order '
- **Point of Information:** Generally, applies to information desired from the speaker: "I should like to ask the (speaker) a question." Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules) Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly '.
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on

their own)

- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory, after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
- **Previous "Close Debate" Question:** if Closes debate if successful - may be moved preferred to
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.
- **Suspend the Rules:** Allows violation of the assembly's own rules (except Constitution); the object of the suspension must be specified