

# Burke Centre Pickleball Association

## Bylaws

Established: December 13, 2018

Updated: December 5, 2022

### Article I: General

Section A – The name of this association shall be Burke Centre Pickleball Association (BCPA). Where the name “Association” is used henceforth, it shall mean the Burke Centre Pickleball Association.

Section B – The purpose of this association shall be to promote the sport of pickleball in a friendly and safe environment; to provide the opportunity for all members to learn and improve their play; to implement instructional lessons; to schedule drop-in play, league or ladder play, and tournaments as wanted by the membership; and to promote social pickleball activities within the community.

Section C – The “year” for purposes of the association’s membership and association’s Officer rotation shall be January 1 – December 31.

### Article II: Membership and Voting

Section A – Membership in the association is automatic to all individuals who have paid in full the annual membership fee to the Association for the Pickleball Amenity.

Section B - Each member in the association is entitled to one vote.

### Article III: Officers/Board of Directors

Section A - The association Board of Directors shall consist of these Officers: President, Secretary, Secretary, Treasurer, Registrar, Webmaster. All Officers have full voting rights. The outgoing president will remain on the board under an advisory capacity for one year, and when needed, the outgoing president will break ties for votes taken by the association Board.

Section B – The association Board shall be elected by a majority vote of the association’s membership after a quorum is established and shall serve without compensation. (See Article IV, Section B for a definition of quorum.)

Section C – The association Board may appoint additional Officers or Committees as it becomes necessary.

Section D - The association Board will solicit any and all people who are interested in running for the officers’ positions that are coming vacant in the upcoming year. The membership will then vote on the upcoming positions (can be done via email or SignUp Genius if desired).

Section E - All officers are elected for a one-year term. An officer may serve a maximum of three years in any one position, unless no other persons are nominated for the position(s), and the current officer agrees to continue in their role.

Section F – The association Board offices of President and Treasurer must be Burke Centre residents. If an officer who is required to be a Burke Centre resident moves outside of Burke Centre the Board will conduct a vote to replace or let that officer continue in that role, assuming the officer wants to continue.

Section G - Duties of each elected officer:

- President – Preside over all meetings of the association Board or the general association membership. Will represent the association before the Burke Centre Conservancy. If the President cannot attend a meeting with the Burke Centre Conservancy, then the President shall appoint someone from the Association Board to attend. In the event of a vacancy on the Board, the President shall appoint, with Board approval, an interim officer until official elections are held. The President will stay on the association board in an advisory capacity (with no voting rights unless a tie needs to be broken) for a one-year term (unless he/she has been re- elected to the position for another one-year term).
- Secretary - Take and maintain the minutes of all Board and Association meetings; after an event is over, prepare a report for the Board based on feedback from the Volunteers about the event; prepare press releases for local media; other communication assignments as needed. Maintain the history notes of the association, updating once each year.
- Treasurer - Receive and deposit into a bank account all money due the association; pay all bills incurred by the association in the regular course of business; keep an up- to-date ledger of all financial transactions and report the financial status to the Board quarterly; report the year-end financial status to the Board and recommend a budget for the upcoming year. Ensure checks require dual signature from the Treasurer and one other Board member as approved by the Board. All expenses must be approved by a majority the Board.
- Webmaster – Oversee the website for the association; Keeping daily events and all other events posted on the website. The website will be the one goes to place where all members can get current and past information concerning the Association.
- Registrar - Keep an accurate and current roster of members; maintain an email list of all members and send messages to members announcing association special events and updates. The Registrar will be responsible for keeping membership identity information private to the Association.

## Article IV: Meetings

Section A – The association Board may call for general meetings of the Membership as needed. The President or any officer may call for a association Board meeting at any time. Association Board decisions can also be made through an “Email meeting.”

Section B – All members in good standing shall have the right to vote on all matters brought before the general membership. All members must be notified on matters requiring a vote for approval. A quorum for all general membership meetings is established at twenty (20) percent of the association membership. Three of the Officers shall constitute a quorum for all decisions of the association Board.

## Article IV: Committees

Section A – A committee may be established by any Officer for the purpose of assisting with the duties of that position. The Association Board must approve of committees assisting with the office of Treasurer.

## Article V: Amendments and Updated Bylaws

Section A – Any member in good standing can propose an amendment to these bylaws.

Section B – All amendments or updated Bylaws must be voted upon and approved by a majority vote of the association Board, and then once approved, the amendments or updated bylaws shall be provided to the membership via email, or posting at courtside, or at a general meeting.