

Burke Centre Pickleball Association Bylaws

Established December 13, 2018

Draft Updated March 6, 2023

Updated Bylaws:

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 restricted 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.

Section C - Categories of players:

1. Permanent (Annual) Resident Members: These shall be Burke Conservancy residents who have paid the appropriate annual membership fee for their membership category. They are entitled to one vote in the BCPA.

2. Permanent (Annual) Non Resident Members: These are members who do not reside within the Burke Conservancy who have paid the appropriate annual membership for this membership category. They are entitled to one vote in the BCPA. This category should not exceed 50% of the BCPA.

3. Seasonal players (quarterly): These are non-voting members who ~~wish to~~ play periodically with the BCPA and have paid an appropriate fee for the current quarter.

Article III: Officers/Board of Directors

Section A - The association Board of Directors shall consist of these Officers: President, Secretary,, Treasurer, Membership, Webmaster, Courts (At-Large 1), Strategy (At-Large 2). All Officers have full and equal 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 other online means)

Section E - All officers are elected for a two-year term. An officer may serve a maximum of two (2) terms 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. In addition to the named officers, the Board will include up to three (3) Members-at-large. As a goal, the Board will strive to have 50% of the Board as Burke Conservancy Residents.

Section G - Duties of each elected officer:

Note: All Board members should take an active role in developing and managing BCPA policy, procedures, and in developing and adapting the strategic direction of BCPA. In addition, they should participate in Board meetings and represent the interests and concerns of the BCPA membership to the Board to help ensure the orderly running of the BCPA and to help develop ideas to continuously improve these operations.

- President – Perform executive functions required for good and orderly operations of the Burke Center Pickleball Association.

- Chairs 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 an additional term (unless he/she has been re-elected to the position for another term or to a different Board position for the new term).
 - Liaise with other pickleball communities and organizations.
 - As agreed by the Board, perform other duties needed to accomplish the orderly operations of the BCPA.
- Secretary - Perform required Communication Assignments needed by the BCPA Board. These may include the following:
 - Record and publish the minutes of all Board and Association meetings. Provide minutes to the Webmaster for posting in the archive on the BCPA Website.
 - Track action items from meeting to ensure completion.
 - Contributes articles and solicits articles/information from other Board members, Prepares draft newsletter each quarter and, after board Approval, publishes to BCPA.
 - Coordinates with Membership for distribution/mailing of newsletter
 - Collect and Maintain the history notes of the association, updating once each year. Manages PlayTime Scheduler and sends notices of regular Play Sessions to the General Membership.
 - As directed by the Board draft and coordinate any required external or internal communications required for BCPA operation
 - As assigned by the Board, perform other duties needed to accomplish the orderly operations of the BCPA.

- Treasurer - Perform necessary financial duties for the operation of the BCPA. This will include:
 - 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 of the Board;
 - Ensure the Club has a minimum of two club officers' signatures on file with the bank and updates the signatures as officers change;
 - Coordinates with Membership to maintain membership rolls and provide for the collection of dues while keeping membership identity information private to the Association;
 - Maintain current "Hold Harmless" (waivers) agreements for all active BCPA permanent and seasonal members;
 - E-file all applicable federal and other financial documentation (e.g. 990N) in a timely manner as required by law;
 - As assigned by the Board, perform other duties needed to accomplish the orderly operations of the BCPA;

- Membership
 - Responds to membership requests and questions
 - In coordination with Treasurer, supports maintaining the member ship rolls while appropriately protecting membership privacy information.
 - Coordinates with BCPA pro for conducting BCPA Beginner and Instructional Clinics and local BCPA tournaments
 - As assigned by the Board, perform other duties needed to accomplish the orderly operations of the BCPA.

- Webmaster – Support the Information Technology needs of the BCPA.
 - Oversee and maintain the website for the association; Keeping daily events and all other events posted on the website. The website will be the one go-to place where all members can get current and past information concerning the Association.
 - Provide assistance to members on BCPA website
 - Maintain online repositories for public BCPA documentation such as minutes, newsletters, histories, announcements, and etc.
 - Establish and maintain common storage Hard Drive (Google Drive or other) to maintain BCPA records for Board use. Maintaining member privacy to the club should be the highest priority.
 - Keep current certificates and hosting agreements so that the BCPA site is maintained in good order.
 - Oversee the use of the BurkePickleball Gmail account for communication to the BCPA at large.
 - As assigned by the Board, perform other duties needed to accomplish the orderly operations of the BCPA.
- Courts (Member-at-Large)
 - Responsible for monitoring the condition of courts and contents of storage boxes.
 - Establishes an inventory of club equipment/assesses need for replacement equipment.
 - Coordinates with Board when new material or equipment is required
- Strategy (Member-at-large)
 - Identifies best practices from other pickleball organizations
 - Helps to implement measures that ensure the sustainable future of the club
 - Member(s)-at-large may be periodically requested by the Board to temporarily assume duties such as needed.

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 an 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 court-side, or at a general meeting.