

Skagit Valley Pickleball (SVP) By-laws

Article 1 – General

SVP is NOT a legally identified IRS501(c)(3) non-profit or an official Non-Profit Corporation. SVP will operate in the spirit of the Non-Profit Corporation Act of Washington. SVP may seek official IRS 501(c)(3) non-profit status when appropriate.

Article 2 – Name

The legal name of this organization is “Skagit Valley Pickleball”. It may also be known as the ‘SVP Club; SVPB Club’ – hereafter, in these by-laws it is referred to as:“SVP”.

Article 3 – Purpose

The primary purposes for which the SVP has been established are as follows:

- A) The SVP shall be operated exclusively non-profit, for promoting an active and healthy lifestyle directly associated with the game of Pickleball with equal emphasis on
- (1) instructing game rules, player strategy, and social/good sportsmanship to all age groups and skill levels;
 - (2) seeking new inside and outside playing venues for its members; and
 - (3) working cooperatively within the community with special interest groups to promote the sport of pickleball to all.
- B) The SVP shall not engage in any activity or, exercise any powers which are not in furtherance of its primary non-profit purposes.

Article 4 – Offices

Because there will be no actual physical corporate office, the SVP shall be located at the residence of the Club’s current president. The president’s name is listed as an officer under the Club’s website.

Article 5 – Dedication of Assets

The properties and assets of the SVP are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of SVP, on dissolution or otherwise, shall benefit any person or any member, director, or officer of this Club. On liquidation or dissolution, all remaining properties and assets of the SVP shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501(c) of the Code.

Article 6 – Membership

A) New and Returning Members – Individuals desiring to become members of the SVP or remain a current member must be of good character, practice good sportsmanship, and agree to abide by these by-laws, SVP /USAPA Code of Conduct, and sign a waiver. He/she shall be required to prepare and return a completed SVP application /Waiver in its entirety either manually or on-line via the SVP website. Failure to properly complete membership information is cause for non-acceptance. Membership is individual and minimum 18 years old. The Board reserves the right to further define couples and families for membership as may be necessary. Membership is required for indoor play.

B) Term and Dues – The annual membership year is: Jan 1 – Dec 31. Each year dues are assessed by the SVP which are payable through the website via Paypal, a manual application mailed to the SVP Treasurer, at the Annual Membership Meeting or other methodology as approved by the Board. Membership is not activated until full payment has been received. Failure to pay membership dues is cause for member termination. The Board has the right to change the membership year without SVP membership approval.

C) Discipline – In the event a member’s behavior is potential cause for discipline such as rule violations, poor sportsmanship, or other questionable actions as may be determined by the SVP Board or special committee, discipline may be assessed up to and including termination of membership. All members are required to promptly assist the board in determining the facts of the situation in question. Disciplined members may not run for an officer position in the year the discipline was assessed.

D) Liability – Members agree to abide by the “Release of Liability” as stated on the most current membership application form.

Article 7 – Meetings

A) An Annual Members Meeting will be held no later than June 30 each year. Notification is to be sent to members at least 30 days in advance of the meeting date using SVP Website and/or email (all members are expected to have email service). Special member meetings may be called by the President at his/her discretion. A quorum for the annual or special meeting will be at least ten percent (10%) of the members in good standing. Special meetings may also be called by written request of at least four voting members of the SVP. The president will then set up a meeting to discuss the issue and resolve the issue with the help of the executive board (voting members). The annual meeting shall address general needs.

B) Regular Board meetings may be called by the President or at least three other voting members and a quorum will constitute at least two thirds (rounded down) of those current Board members having voting rights.

C) All meetings will use Roberts Rules of Order, revised as a guideline in conducting such meetings. Voting may use secret ballots (on request), verbal or hand recognition. A simple majority will suffice unless the Board approves otherwise.

Article 8 – SVP Elections

The SVP election will be held annually to elect new SVP officers as positions become open. The election will be completed as follows:

A) Approximately three months prior to the Annual Membership Meeting and election, the Board will establish a nominating committee of three people.

B) This committee will determine the positions to be filled and will attempt to identify at least two candidates for each position meeting any general or specific qualifications defined and approved by the Board.

C) Open positions may be filled by SVP members nominating themselves or the committee may recruit individuals for the pending open position.

D) SVP members will be notified two to three weeks before the Annual Membership Meeting of all positions to be voted upon and the respective candidates for each position.

E) At the annual meeting, attending members will vote to select a person for each open position. SVP members unable to attend the annual meeting may vote by informing the secretary by email or other suitable form of communication that is documented.

Article 9 – Officers - Board Members

A) Elected Officers (in order of hierarchy President, Vice-President, Treasurer, Secretary, Past President and, three Members at Large) may be referred to as the “Board”. Any member in good standing may be nominated and voted to any board position. The SVP does not have a “Board of Directors”. Officers are expected to be available for meetings, including by electronic means if departing the Mount Vernon area for an extended time.

B) Voting Board members are the President, Vice-President, Treasurer, Secretary, Past President and the three members at large. Certain Committee members may be

added to Board voting privileges (see Article 10 below). In the event there are two or more co-chairs for a committee, only one (as approved by the Board) has voting privileges.

C) President. - Three year commitment.

Will move to past president in the third year. Commences at the end of the annual meeting holding such election.

Responsibilities:

- 1) Presides over all meetings.
- 2) Sets SVP goals and objectives with Board approval.
- 3) Enforces/approves SVP policies and procedures.
- 4) Appoints committee Chairmen with consultation and approval of two-thirds of the Board.
- 5) Approves all SVP expenditures over \$200 as written by the Treasurer.
- 6) Coordinates/interfaces with local governmental units and other clubs as needed.
- 7) Performs other functions as may be necessary for the efficient and effective operation of SVP activities.

D. Vice President. - Three year commitment.

Elected yearly. Commences at the end of the annual meeting holding such election. Acts for the President in his/her absence. Becomes the President the second year .

Responsibilities:

- 1) Oversees Treasurer, Secretary, and SVP committees.
- 2) Provides adequate and effective guidance as needed to committees as needed.
- 3) Ensures SVP assets and properties (real and virtual) are properly safeguarded.
- 4) Ensures SVP records are maintained and effectively protected.
- 5) Handles the disciplinary process if needed for SVP members.
- 6) Assists and develops SVP playing policies as may be needed for training and regular play.
- 7) Ensures the SVP is in compliance with all applicable rules, policies, and other requirements when the SVP uses public parks and other established playing areas.

8) Ensures all necessary resources are available for SVP member play as may be needed.

9) Ensures playing areas have been provided first aid and other medical emergency equipment as needed.

E. Treasurer. - Two year term. Elected even years.

Responsibilities:

1) Properly maintains financial accounts.

2) Ensures SVP expenses do not exceed SVP revenues.

3) Completes timely deposits for any revenues.

4) Reimburses members for approved expenses in a timely manner.

5) Prepares an annual budget, and provides written budget status at any board or member meeting.

6) Accurately records revenue and expense transactions in SVP records and safely maintains said records for a sufficient period of time as to meet all legal requirements. Reports shall be in spreadsheet format.

F. Secretary. - Two year term. Elected odd years.

Responsibilities:

1) Accurately records and maintains the minutes of all Board meetings.

2) Safely retains said minutes to meet any legal requirements as may be applicable.

3) Signs legal documents as may be necessary for SVP.

4) Performs other functions as may be periodically requested by the President and Vice-President.

5) Shall determine if a quorum is present for official business to commence

G. Members at Large (three). Two year term. Reports to the entire Board.

1. Responsibilities: Represent members on issues at board meetings.

H. Vacancies

- 1) Should a vacancy occur for any Board position, the President with the concurrence of at least two-thirds of the remaining Board members may appoint an individual (meeting election requirements) to the position to fill out the term.
- 2) The Secretary will accurately document the details for each appointment.

I. Removal

- 1) Board members may be removed from office by either (a) a majority of the Board members voting to remove said member or by (b) participating SVP members in good standing (at least 20% of membership) casting a majority of votes to remove said member.
- 2) The board member under question may present their own comments/findings to the Board prior to any votes cast. The presentation must be within ten calendar days from the notification (verbal or written) of pending removal.
- 3) Removed board members may not actively participate in the SVP for one year or longer as determined by the remaining Board members.

J. Compensation

No Board or committee members may be compensated with SVP funds for any services rendered.

K. Conflict of Interest

- 1) Board and committee members are required to report to the President and other Board members as soon as possible any conflict of interest or potential conflict of interest.
- 2) The President and Vice-President will determine the validity of any alleged conflict within ten business days. Within that ten day period, no transactions pertaining to the alleged conflict may transpire.
- 3) Board members determined to have a conflict of interest will be required to either remove/eliminate the item(s) in question or to resign from his/her position.

Article 10 – Committees

Committees may be established as needed by the Board to help the SVP. The board will approve the chair. Committee members may be removed with the approval of at least two thirds of the Board. A committee may have no more than two Co-chairmen. Standing committee Chairmen are expected to attend all Board meetings. If desirable, committee Chairmen may report to other committee Chairmen as determined by the voting members of the Board.

Standing Committees:

Court / Grounds Committee.

Appointed by Board. Two year term.

Responsibilities: Make recommendations to the Board for proper use, care, and maintenance of all SVP Courts and Grounds. Maintain courts as needed.

Communications Committee.

Appointed by Board. Two year term.

Responsibilities: Maintains club website design and content. Establishes and maintains club social media accounts such as Facebook and Instagram. Provides technology support to Board officers and committees as needed.

Competition Committee.

Appointed by Board. Two year term.

Responsibilities: Plan, and conduct club tournaments / Championships, and Public tournament.

Membership Committee.

Appointed by Board. Two year term.

Responsibilities: Recruit and retain members of SVP. Help coordinate activities to promote pickleball in the local/regional community. Plan and conduct social events for SVP.

Article 11 – Books and Records

Due to legal requirements and other considerations that may benefit the Club, individuals responsible for record keeping must ensure said records are prevented from error, loss, theft, and manipulation. Each person is responsible for the completeness and accuracy of the records. When an individual leaves a SVP position, SVP records must be turned over to the President or incoming individual within ten calendar days from the position vacancy.

Article 12 – By-law Availability

A copy of these approved by-laws shall be available to the SVP membership at all meetings. All elected board members and committee chairpersons shall be furnished with a copy of the current SVP by-laws. Current SVP by-laws shall remain current on the SVP website.

Article 13 – By-law Amendments

As times and conditions change, by-law amendments may be necessary. The Board is responsible for any such recommendations with specific wording to same. On an interim basis, a majority vote of the Board will be sufficient to enact the by-law change until the next annual or special meeting. At that time, members will vote to either approve or disapprove said change. By-law changes may be made up to six months retroactive.

Addendum A

SVP Club Play adopted Guidelines

The Club Guidelines listed below have been adopted to ensure a safe, smooth, enjoyable experience while playing Pickleball at SVP events.

SVP Code of Conduct (courtesy USAPA):

Every person involved in pickleball (participant, official, volunteer, or representative of the USAPA or spectator) pledges as follows:

- 1) I will engage in sportsmanlike conduct or encourage others to do so.

- 2) I will engage in only behavior that would not endanger the health, safety or wellbeing of others.
- 3) I will engage in the use of zero profanity.
- 4) I will treat others with respect.
- 5) I will exhibit fairness and honesty in my dealings with others.
- 6) I will not flaunt my position.
- 7) I will observe the Golden Rule of doing unto others as I would have them do unto me.

SVP adopted these by-Laws on: Aug-28-2018

First Update 12Jun20 - dlb

Amendments: verbiage updates in Article 9.b; 9.c; 9.d; 9.e; Standing Committees
1. Language changes: increased Pres, VP commitment from 2 to 3 from adding Past Pres as boardmember [to help maintain continuity]; cleaned up responsibilities.

Adoption Date: 6Jun20

Second Update 21Jun21 – dlb

1. Deleted partial year membership. / 2. Added communications committee. / 3. Changed Outreach to Membership committee.

Third Update 6Jan22 – dlb

1. Name change to SVP, Skagit Valley Picklball.