

CARRIAGE MANOR

PICKLEBALL CLUB BY-LAWS

Amended on March 9th, 2021

ARTICLE 1- GENERAL

- Section A.** Name of Club: Carriage Manor Pickleball Club
- Section B. Purpose of Club: To promote the sport of pickleball and allow the opportunity for as many Carriage Manor residents as possible to enjoy the Club.
- Section C.** These by-laws will fully comply with the Carriage Manor RV Resort Association, Inc. By-laws, club rules, regulations, and procedures. The Board of Directors of Carriage Manor RV Resort is the governing body of the Corporation. Clubs operate under the umbrella of the Corporation. (See part 6.1 of Carriage Manor By-laws.) All Club by-laws must be approved by the Budget and Finance Committee for consideration and approval by the Board of Directors of Carriage Manor RV Resort.

ARTICLE II – MEMBERSHIP

- Section A.** Membership shall be open to all residents of Carriage Manor RV Resort upon payment of club established dues.
- Section B.** Guest and Visitor Privileges: Guests and visitors may play with club members when court time is available.
- Section C.** Dues: The annual membership dues will be determined by the Club Board of Directors and approved by a vote of the club members at the annual meeting. The dues run from Nov. 1st through Oct. 31st. and are payable to the Club Treasurer. Delinquent members will be reinstated upon payment of their dues for the current year. Dues paid at any time during the current year are for the full amount and expire on October 31st.
- Section D.** Fees: Fees for participation in tournaments, clinics, league play, and other Club activities will be determined by the Club committee in charge of the events, and announced to members in the official notification for each event. Fees and dues must be paid prior to the start of any event in order for members to be eligible to participate.
- Section E.** Transferability – membership is not transferable.
- Section F.** Member’s Obligation – members will have the duty and obligation to conduct themselves in a manner consistent with good taste, good manners, and established conduct of play. Misconduct will be addressed by The Board.

ARTICLE III-OFFICERS

- Section A.** Executive Board: There shall be a President, Vice President, Secretary, Treasurer, Past President and Member at Large . The Executive Board (the Board) may appoint members to fill an unexpired term of any officer. The Board may be assisted by the chairperson of such committees as may be established by the Board to carry out the Club's function and purpose.
- Section B.** Election: All officers shall be elected from the current membership by a majority vote of those members present *or a proxy in writing or email received (new 3/9/21)* at an annual meeting. A quorum needs to be present for the annual meeting. All officers shall serve without compensation. This annual meeting must be announced at least two weeks in advance and held in place of the regular February meeting each year.
- Section C.** Term of Office: All officers will be elected for a one (1) year term. All officers' terms will begin on March 1 of the year elected and end on the last day of February the following year. All officers may succeed themselves provided they receive the nomination and a majority vote of those in attendance at the annual meeting.
- Section D.** Duties and Responsibilities:

President: The President shall preside over all club meetings and be accountable for the administration of club business. The President shall carry out the direction and policies established by the Board. The President shall act as liaison between the Club and the Carriage Manor RV Resort, and shall appoint chairpersons of all committees that have been authorized by the Board or established by these by-laws.

Vice President: The Vice President shall act in the place of the President in the event of his/her absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of the Vice President by the Board.

Secretary: The Secretary shall keep the Club records, issue notices of all meetings of the Board or general membership, shall keep minutes thereof, conduct all correspondence relating to the clubs business, and furnish whatever reports to Carriage Manor RV Resort as may be required. The Secretary will post minutes and send out minutes via e-mail. All records must be kept for the six previous years, plus the current year, and be passed on to any succeeding Secretary.

Treasurer: The Treasurer shall receive and deposit all monies received by the Club and approve the payment of all obligations that may be incurred by the Club in the regular course of its business, keep an up to date ledger of all financial transactions, provide financial reports as may be required at all meetings of the Board and general membership, prepare and submit year end reports as may be required by Carriage Manor RV Resort. All records must be kept for six previous years, plus the current year, and be passed on to any succeeding Treasurer. Club records must be retained at

Carriage Manor with copies being stored in a secure storage area in the Financial Office.

Past President: The most recent Past President shall serve as an advisor to the President, be a member of the Board, and be chairman of the nominating committee

Member at Large: Unlike other executive board leadership such as a president or treasurer, a Member at Large does not have a specific role and is either elected or appointed. A Member at Large serves as a liaison to the general membership. Duties change as defined in organization by-laws or as needed to fulfill board requirements and address overall organizational goals.

Section E. Board members: The officers of the club as specified above, plus the Past President, shall serve as members of the Board. The Board shall have overall governing authority over the Club, consistent with the provisions of these bylaws, and shall establish all committees necessary to carry out the purpose and objectives of the Club.

Section F. Election of Officers: QUORUM – A minimum of 25% of the members in good standing (dues are paid) must be present or a proxy in writing or email received to be eligible to vote at any election specified in these bylaws. The nominating committee shall present their slate of officers *by email two weeks prior (new 3/9/21)* to at the annual meeting and additional nominations can be taken from the floor. If more than one member is nominated for any elective position, voting shall be by secret written ballot. Should any of the offices not be filled at the Annual Meeting, the Board shall fill the vacancies as it sees fit.

ARTICLE IV – MEETINGS

Section A. Meetings of the Members: General Membership meetings shall only be held monthly from Nov.1st thru March 31st. An annual meeting will be held in February in place of a general membership meeting. Each general meeting must be announced at least one week in advance and the Annual meeting at least two weeks in advance. The time and place of such meetings are to be determined by The Board and if possible held on the same day each month (i.e. the 2nd Weds.). The President shall preside at all such meetings using Robert's Rules of Order. A minimum of 10 of the members eligible to vote shall be necessary to conduct any business of the Club at the general membership meetings, and, except as otherwise specified in these bylaws, a simple majority vote of the membership present shall be sufficient to conduct any business requiring the vote of the membership.

Section B. Meetings of The Board: The President may call meetings of The Board at any time by giving notice orally, in writing, or e-mail. The President shall determine the time and place of such meeting. A majority of The Board members shall constitute a quorum of The Board and therefore, may conduct any business brought before The Board at such meetings. At these meetings, The Board should establish the agenda for the general and annual meetings.

Section C. Other Meetings: Other meetings of the membership or The Board may be held upon the call of the President, or upon a petition signed by ten (10) members and submitted to the Secretary. In the latter instance, such a meeting must be held no sooner than ten days and no later than thirty days from the date the petition is submitted. The purpose of the meeting must be clearly stated and no other unrelated business may be conducted.

ARTICLE V – FINANCIAL

Section A. Maintenance of Financial Records: Financial records and related documentation must be kept for six previous years and the current year, and shall be maintained by the Treasurer. Copies must be retained in a secured storage area in the Financial Office.

Section B. Expenditures: Operating expenditures:
Single expenditures not to exceed \$500.00 must be approved by an authorized board member and only one authorized signature is required.
Single expenditures in excess of \$500.00 but less than \$1,500.00 must be approved by an authorized board member and must be signed by two board member.
Single expenditures over \$1,500.00 must be approved by a majority vote of those present at a General Membership or Annual meeting. The expenditure must be signed by two board members.
EXCEPTION – Entertainment Contracts – all contracts are approved by General Manager, Activity Director and Club representative. The expenditure must be signed by two board members.

Section C. Reimbursements: All expenses paid must be approved by an authorized Board member who must be different than the individual or entity being paid.

Section D. Financial Records: The Board shall appoint a two-person audit committee to perform a self-audit of its records each year. They are to be non-board members, *either* appointed from the general membership *or from outside the club membership (new 3/9/21)* with the responsibility to audit the financial records prior to the Annual February Meeting. A full report and accounting of finances shall then be made at the Annual Meeting.

Section E. Annual Budget, cash, and Inventory of Club Assets: The Board may prepare an annual budget to be presented to the general membership at the regularly scheduled Annual Membership meeting. The club shall maintain an account with Carriage Manor RV Resort. All cash receipts shall be deposited in the Carriage Manor RV Resort, Pickleball Account. All expenditures made by the Club or any member on behalf of the Club must be turned into Carriage Manor RV Resort for reimbursement. The Club may maintain a Petty Cash fund not to exceed \$200.00 and allow disbursements from this fund for receipted incidental expenses. In addition, a cash box fund to be used for ticket sales may be maintained not to exceed \$200.00. The Treasurer shall keep appropriate receipts and invoices covering all such transactions as part of the Club's financial records. The authorized Board member is to complete and sign a CFCR form from the

Carriage Manor RV Resort Pickleball account. The approving Board member must be different than the individual being reimbursed. All assets of the Club shall be physically inventoried at least once annually and the Treasurer thereof shall maintain a written record.

ARTICLE VI – COMMITTEES

Section A. Appointment: All committees, including standing committees, and chairpersons, shall be appointed by the President with the Board’s approval. All committees shall have written mission statements assigned prior to the committee appointments.

Section B. Standing Committees:

Social: This Committee will plan and organize all social events of the Club.

Fund Raising: This Committee shall plan, and with the help of the general membership, organize and implement such fund raising activities.

Courts and Facilities: This Committee will keep courts and equipment and other facilities used and operated by the Pickleball Club clean and in good repair.

Court Usage: This Committee shall set up schedules and procedures for the usage of the courts. This may include free time, training, and instructional schedules.

Planning & Designing: This Committee is responsible for the development of the Pickleball designated land in Patriots Park which includes the Casita, future multiple purpose courts and a central gathering place.

Nomination Committee: This committee shall consist of three (3) members chaired by the last Past President or chaired by an appointment if the last Past President is not able to serve.

Others: i.e. Sunshine/Historian, Tournaments & Invitational, Ladder Play, Lessons/clinics, Men and Ladies leagues. The President may appoint other committees as he/she deems advisable for the benefits of the Club.

ARTICLE VII – AMENDMENTS

Section A. Changes to these by-laws shall be made only by a 2/3 majority vote for approval at any membership meeting. The proposed changes must be presented with the Meeting notice at least 2 weeks in advance of the meeting. Any revised by-laws must be approved by the Budget and Finance Committee for consideration and approval by the Board of Directors of Carriage Manor RV Resort.

ARTICLE VIII – DISSOLUTION

Section A. Upon dissolution, all assets and all property of the Club shall be surrendered to Carriage Manor RV Resort.

APPLICABLE SIGNATURES

Club President **Date** **Club Vice President** **Date**

Club Secretary **Date** **Club Treasurer** **Date**

Past President **Date** **Member at Large** **Date**

Acceptance of Provisions of Custodial Funds Agreement:

CLUB NAME _____

Signed the _____ day of _____, 20____.

Club President _____
Print Name and Title

Signed by _____
President's Signature

CARRIAGE MANOR RV RESORT, INC.

Signed by _____
Print Name/Title

Signature _____