

Bylaws of the Woodland Area Pickleball Association (WAPA)

ARTICLE 1 – NAME

1.1: The name of this organization shall be the Woodland Area Pickleball Association (WAPA) and referred to as the ‘Association’ or ‘WAPA’.

ARTICLE 2 – MISSION STATEMENT

2.1: The Woodland Area Pickleball Association has been created to provide a fun, healthy, recreational activity for its membership and community members while promoting exercise, the development of skills and the enjoyment of Pickleball.

2.2: Goals of WAPA are to:

- 2.2.1:** Promote the game of Pickleball throughout the Woodland area.
- 2.2.2:** Introduce Pickleball to new players of all ages, including our youth.
- 2.2.3:** Promote inter-generational play open to all skill levels.
- 2.2.4:** Encourage sportsmanship and camaraderie through fun and exercise.
- 2.2.5:** Organize play locations and times.
- 2.2.6:** Develop Pickleball clinics for skills improvement at all levels of play.
- 2.2.7:** Hold competitive events, recreational events, and social events.
- 2.2.8:** Work with the City of Woodland to improve existing court conditions.
- 2.2.9:** Advocate for new and improved Pickleball courts in cooperation with the City of Woodland, including permanent and dedicated Pickleball courts.

2.3: The Association will provide an authoritative body to govern and conduct club activities and competitions.

2.4: Membership fees may be expended for the purchase of items or services that facilitate the Association’s Mission Statement and Goals. Such items or services include but are not limited to liability insurance, balls, event support, court maintenance/improvements/construction, charitable donations, and other expenses.

ARTICLE 3 – MEMBERSHIP

3.1: Membership:

3.1.1: Annual membership in the Association runs on a fiscal year of April 1 to March 31. All annual memberships expire on March 31 unless renewed.

3.1.2: The Association does not offer family memberships.

3.1.3: Any adult (age 18 years and older) can become a member of WAPA by paying annual membership dues. Each adult member is entitled to one vote on WAPA matters. Votes are not transferable.

3.2: Each member of WAPA shall abide by the following conditions:

3.2.1: Pay his or her membership dues, fees, and special event charges when due.

3.2.2: Abide by all rules and best practices of the Association.

3.2.3: Conduct themselves in a sportsmanlike manner in concert with the United States of America Pickleball Association (USAPA) Code of Conduct which has been adopted by WAPA.

3.3: Annual membership dues for the upcoming year will be determined by the BOD.

3.4: Membership will be terminated by voluntary withdrawal, nonpayment of dues, violation of the provisions of these bylaws, or violation of published rules, guidelines and regulations promulgated to the WAPA membership.

ARTICLE 4 – NOMINATION AND ELECTION OF BOARD OF DIRECTORS “BOD”

4.1: WAPA shall be administered by a BOD consisting of 4 elected positions from among the general membership and member-at-large positions appointed by the elected members of the BOD.

4.1.1: The BOD shall be made up of at least five (5) members and not more than ten (10) members. All members of the BOD shall serve a one (1) year term. All terms expire on March 31 of the current calendar year.

4.1.2: All BOD members are considered officers of the Association.

4.2: A nominating committee shall be appointed by the BOD for the purpose of nominating candidates. A nominating committee will prepare a slate of candidates to be presented to the officers by January 10th.

4.2.1: The nominating committee shall nominate at least one (1) candidate for each elected BOD position. The elected BOD positions shall be President, Vice-President, Treasurer, and Secretary.

4.2.2: Ballots with the slate of candidates will be communicated to the general membership by the fifteenth day of January.

4.2.3: All ballots should be returned to the Nominating Committee no later than January 31st.

4.3: Election results will be announced at the February annual meeting and the elected members of the WAPA BOD shall assume their duties on April 1.

4.3.1: All member-at-large positions shall be appointed by the newly elected members of the BOD at the annual February meeting and will assume their duties on April 1.

ARTICLE 5 – GENERAL DUTIES OF THE BOD

5.1: President. The President shall:

5.1.1: Be the chief executive officer of the Association.

5.1.2: Have general supervision and provide direction of the affairs of the Association, subject to the control of the BOD.

5.1.3: Preside at all meetings of the members and the BOD.

5.2: Vice President. The Vice-President shall:

5.2.1: Perform all the duties of the President in the absence or disability of the President.

5.2.2: Serve as liaison between the Association and the City of Woodland Community Services Department to include working with designated City of Woodland Community Services Department employees regarding court times, operations, and maintenance of the courts.

5.3: Secretary. The Secretary shall:

5.3.1: Prepare and keep minutes of all meetings of the BOD and members.

5.3.2: Enforce Robert's Rules of Order.

5.3.3: Prepare minutes and email them to the general membership.

5.3.4: Maintain a set of the operative, updated Bylaws.

5.3.5: Update Bylaws if a revision is approved. (Article 13)

5.3.6: Maintain an archive of the Association Bylaws.

5.3.7: Maintain an archive of all Association meeting minutes.

5.4: Treasurer. The Treasurer shall:

5.4.1: Maintain accurate records of all financial affairs of the Association for a period of seven (7) years prior to the current year.

5.4.2: Render a summary financial report at the BOD and membership meetings and provide summary financial reports to President upon request.

5.4.3: Issue a monthly written report of account(s) balance(s) which includes changes from the last month's report.

5.4.4: Establish/manage a checking account and any other required bank accounts. Upon the establishment of a WAPA business account at a financial

institution, ensure Association has a minimum of two Association officers' signatories on file with the bank and update the signatories as officers change.

5.4.5: Maintain an archive of all Association financial records.

5.5: Member at Large positions appointed by the elected BOD as needed:

5.5.1: Membership Director – Welcome new members. Maintain membership rolls and provide for the collection of dues. Provide communication to the membership on items of interest.

5.5.2: Social Media Officer – Responsible for maintaining social media platforms such as: What's App, Facebook, group email lists, etc. This may include a WAPA website.

5.5.3: Social Director – Organize periodic social activities and fund-raising events for the membership.

5.5.4: Past President – The immediate past president shall be an ex-officio member of the board with full voting privileges.

5.5.5: Tournament/Activities Director - Develops tournaments, establishes player flights, and oversee member ratings. Works with Event Planner to combine competitive events with social events.

5.5.6: Player Development Director – Responsible for developing workshops and other events that offer skills improvement to WAPA members at all levels.

ARTICLE 6 – BOARD OF DIRECTORS

6.1: The members of the BOD shall be responsible for significant functions of the Association. These functions shall include but not be limited to:

6.1.1: Maintain membership rolls and provide for the collection of dues.

6.1.2: Establish procedures for the conduct of the election of members of the BOD and Officers set forth in Article 4.

6.1.3: Consider the comments and viewpoints of members before voting on matters being considered by the BOD.

6.1.4: Maintain liaison with City of Woodland Community Services Department.

6.1.5: Provide publicity and outreach activities to attract new members.

6.1.6: Maintain rules of play as established by the USA Pickleball Association (USAPA).

6.1.7: Organize periodic social activities for the membership.

6.1.8: Ensure adherence to any published requirements of the City of Woodland Community Services Department.

6.1.9: Establish committees as needed for the operation of the Association (i.e., Tournament committee, Fund Raising, etc.).

6.1.10: Fill vacancies on committees as appropriate.

6.1.11: Appoint members to serve in capacities that the BOD believes will be beneficial to the operations of the Association.

6.1.12: Provide communication with the membership on items of interest.

6.1.13: Develop and promulgate Code of Conduct and other appropriate Regulations for members.

6.1.14: Act as needed to enforce the Code of Conduct and Regulations of the Association.

6.2: Non-Liability of Officers

6.2.1: The Officers shall not be personally liable for the debts, liabilities, or other obligations of the Association.

ARTICLE 7 – MEETINGS

7.1: Procedure – Robert’s Rules of Order - Newly Revised, will be the final authority as to parliamentary procedures at all meetings of the members, insofar as they do not conflict with any provisions of the Bylaws.

7.2: Quorum – A quorum shall consist of at least three officers and 10% of the Association membership at any general meeting of the Association. For general meetings, officers are considered members and shall be included in the 10% requirement.

7.3: The date of at least one general member meeting of the Association will be established by the officers at the beginning of each Association fiscal year. Members in good standing are eligible to vote on issues brought before the membership.

7.4: BOD meetings will be held Quarterly. The exact date, time, and place for all meetings to be determined by the President. Membership will be informed of exact date, time, and place via email communication and posted on the WAPA website.

7.5: The President may call meetings of the officers at any reasonable time. A majority of the officers will constitute a quorum. Meetings of the officers may be open to the membership at the discretion of the President. Association members who are not officers can participate in discussions but cannot make motions or vote.

7.6: Special meetings may be called by the President; by majority of the officers; or by written request signed by 10% or more of Association members indicating the purpose of the special meeting. Special meetings should be specific to issues.

7.7: An annual meeting shall be held in the month of February every year, for the purpose of electing officers. In addition to electing officers, the annual meeting can be used for the purpose of needs assessment and general planning for the upcoming year’s activities and events.

ARTICLE 8 – DUES & ASSESSMENTS

8.1: Annual dues for the upcoming year shall be determined by the BOD prior to the annual membership meeting.

8.1.1: The Association's Fiscal Year is from April 1 – March 31 of the following year. Dues are paid annually for this fiscal year period (April 1 – March 31).

8.1.2: Annual dues for incumbent members shall be collected beginning April 1 of each year. Dues will be in arrears thirty (30) days after that date.

8.1.3: Members in arrears shall be dropped from the Association membership. Dues will not be refunded for any reason.

8.2: Members must be current in their annual dues payment to be eligible for full participation as a member of this Association, including play in Association Tournaments.

8.3: Partial Year Dues. If a new member joins the Association during April – September, they must pay the full amount of the annual dues for that Fiscal Year. If, however, a new member joins the Association during October – March, they must pay one half of the full amount of the annual dues for that Fiscal Year.

8.4: Assessments. A vote by the majority of the membership is required to approve any assessments to cover maintenance and equipment replacement needs.

ARTICLE 9 – VOTING

9.1: A quorum shall be fifty (50) percent of the board members at any duly called BOD meeting. A quorum shall be ten (10) percent of the total membership in good standing at any duly called general or special membership meeting. A quorum shall be required to either pass or to defeat any item called for a vote. A voted-on item shall be passed or defeated by a simple majority of those voting.

ARTICLE 10 – NOTICES

10.1: The approved method of providing Meeting Notices and other information to Association members or to the BOD members shall be by e-mail to their last known e-mail address or by phone if a member makes a written request to the Membership Director for notice by phone.

10.1.1: It is the member's responsibility to notify the Membership Director of any changes to their contact information.

ARTICLE 11 – PRIVACY OF MEMBERS

11.1: The BOD shall implement the following policies to protect the privacy of the members.

11.1.1: Lists of members with information about the members (e.g. e-mail addresses, phone numbers, etc. if provided by the member) is the property of the WAPA.

11.1.2: Emails to members shall be sent using the BCC (Blind Carbon Copy) feature.

11.1.3: Only members designated by the BOD shall have the authority to send e-mails to the general membership.

11.1.4: Membership addresses and/or e-mail addresses will be used to relay Association-related events and will not be used by any person for commercial or political purposes, or to promote any personal causes not related to the business of the WAPA.

11.2: On occasion, a member of WAPA may request the distribution of an email pertaining to overall Association business and the BOD may exercise their discretion to forward the email.

ARTICLE 12 – ASSOCIATION DISSOLUTION

12.1: If the Association disbands, all Association assets will be disposed of as follows:

12.1.1: All physical assets belonging to the Association such as balls, paddles, nets, ball machines etc. shall be made available to the Association membership for purchase. All proceeds from this sale shall be deposited into the Association's treasury.

12.1.2: All local pickleball court improvements paid for by the Association such as shade screens, benches etc. shall remain at the courts and become property of the City of Woodland Community Services Department.

12.1.3: After payment of any outstanding financial obligations, all remaining monies in the Association's treasury shall be donated to the Woodland Recreation Foundation.

ARTICLE 13 – REVISIONS

13.1: Revisions to these Bylaws shall be voted upon and approved by the BOD. Any such revisions must be presented to and approved by a vote of the members at a general membership meeting. The Secretary shall have the responsibility to update the Bylaws if a revision is approved. The President shall have the responsibility to submit

the revised Bylaws to the WAPA membership. Revisions to the Bylaws shall not be effective until the revisions are approved by the WAPA membership.

13.1.1: Editorial/grammatical revisions to these Bylaws that do not change the intent or nature of the Bylaws can be approved by a majority vote of the Board and do not require a vote of the Membership.

Adopted this date: March 30, 2022

Signature of WAPA Secretary Lauren Quinn Date: 3/31/2022

Signature of WAPA Treasurer Bruce Jackson Date: 4/5/2022

Signature of WAPA Vice President [Signature] Date: 4/5/2022

Signature of WAPA President [Signature] Date: 3/31/2022