

# **BY-LAWS**

## **SMOKY MOUNTAIN PICKLEBALL CLUB BYLAWS**

(As Amended) February 2020

### **ARTICLE I – Name**

Smoky Mountain Pickleball Club (Club)

### **ARTICLE II – Purpose**

To provide a fun, healthy, social pickleball environment for all Club members and guests.

### **ARTICLE III – Goals**

The goals of the Club are as follows:

- \* To further interest and participation in the game of pickleball.
- \* To promote pickleball related social activities in East Tennessee.
- \* To support pickleball player development and to encourage those members who want to engage in competitive play.
- \* To cooperate with other clubs or associations to sponsor events.

### **ARTICLE IV – Membership**

Any adult can become a member of the Club by signing a Waiver of Liability and paying required dues. Children under 18 may not play without an adult present. Each member is entitled to one vote on Club matters.

### **ARTICLE V – Executive Committee**

The Executive Committee will consist of the following officers: President, Vice President, Secretary and Treasurer. Any officer may enlist the assistance of other Club members in the execution of their roles.

### **ARTICLE VI – Nomination and Election of officers**

A Nominating Committee shall be appointed by the Executive Committee at least sixty (60) days prior to the Fall meeting of the voting year (Executive Committee serves for two years). The Nomination Committee shall consist of one Executive Committee member and no more than three at large members. This committee will request nominations for each office of the Executive Committee; however, only one officer per household shall be permitted. At least 2 weeks prior to the Fall meeting, absentee ballots, along with voting instructions, will be emailed to all members. Actual voting will take place at the scheduled Fall meeting. One vote per member. Nominations can be made at the Fall meeting prior to voting. A majority of voting members present at the Fall meeting and including absentee ballots, will elect officers. Should an unforeseen vacancy occur among the officers prior to an election, an interim officer shall be appointed by the remaining members of the Executive Committee to

serve until the next election year. Members of the Executive Committee will be elected and serve for two years.

#### **ARTICLE VII – Duties**

Duties of each office will be as follows:

**President** – Has the authority to call, preside and break voting ties on all General Membership, Executive Committee, and any other committee meetings. May request an audit at any time. Shall be the liaison between the Club and other clubs, and the USA Pickleball Association (USAPA). This may include negotiating and maintaining relationships with facilities, adding places to play, publicizing the club and the sport among recreation departments, the press, the public and schools.

**Vice President** – The Vice President shall assist the Club President in the execution of club roles and responsibilities, and assume the duties of the President in the absence of the President.

**Secretary** – Will notify members of play activities as notified and advise the membership of all meetings and will keep accurate minutes of those meetings. With the assistance of the Treasurer, will compile a database including the name, address, phone number, and email address for each member and make sure that liability waivers are completed. Have new members sign and complete necessary forms. In the short-term absence of the Secretary, the Treasurer will assume the responsibilities of the Secretary.

**Treasurer** – Shall maintain the Club bank account with a Signature Card, including other Executive Committee members. The Treasurer may solely sign checks on the Club account for payment of playing facility rent or purchasing equipment and supplies. Except for facility rent, any check for an amount above \$150.00 requires the signature of the Treasurer and one other member of the Executive Committee. The Treasurer is responsible for all dues and monies collected. The Treasurer shall maintain current and accurate account records, authorize payments for all approved bills, and make a detailed, printed financial report to the Club on a quarterly basis. The Treasurer shall maintain signed liability waivers for members and guests with the assistance of the Secretary. In the short-term absence of the Treasurer, the Secretary will assume the responsibilities of the Treasurer. A review of the Treasurer's records shall be performed by the newly elected Executive Committee prior to an annual meeting. The Treasurer may enlist assistance from members to purchase and maintain Club supplies and equipment.

#### **ARTICLE VIII – Meetings**

At least two (2) General Membership meetings will be called by the Executive Committee each year, to be held in the spring and one to be held in the fall. Notice, designating the time and place of such meetings, will be given to all members by email or other means at least thirty (30) days prior to the meeting. The fall meeting shall be the Annual Meeting of the Club for the

purpose of installing officers (every two years for a two year term), needs assessment and general planning. Special Meetings of the Membership may be called by the Executive Committee as needed. Notice of Special Meeting, designating the time and place of such meeting, will be given to all members by email at least fourteen (14) days prior to the meeting.

#### **ARTICLE IX – Dues**

MEMBERS: Membership dues shall be determined by the Executive Committee and voted on by the membership at the fall meeting. Dues for local resident players, new to the club, are not required for the first four weeks of play.

Once dues is paid, there shall be no refund unless specifically approved by the Club Executive Committee.

HOUSE GUEST: Short term house guest of members are welcome to play when accompanied by the member. No fee is required.

OCCASIONAL GUEST: Club members may bring an "occasional guest" to play. No fee is required. The Executive Committee will determine the definition of "occasional guest" on a case by case basis. Should the "occasional guest" become more than "occasional" they will be required to join the club to continue play.

AREA VISITORS: Short term (up to seven consecutive days) visitors to the area are invited to play. No fee is required.

#### **ARTICLE X – Skill development**

The Club encourages the advancement of player skill through three means of play; General play, New player court, and Challenge court.

General play is open play for club members and guests on a first come, first serve basis. Players sign up to play on the sign-up board when such board is in use. See below for details on General play sign-up board guidelines.

The New player court is a court reserved to teach new players the basic rules and techniques of the game. The New player court is scheduled once a week for the first hour of play. There is no sign-up required for this court. If there are no new players the court will return to General play use. All club members are encouraged to help new players learn to play the game.

The Challenge court, when activated, is a court reserved to allow for competitive play and advanced skill development. See below for details on Challenge court sign-up board guidelines.

#### **ARTICLE XI – Sign-up board guidelines**

General play sign-up board guidelines:

A General play sign-up board can be used to schedule players for play on Club non-designated courts i.e., Lesson court, Challenge court listed below. The following are rules for use of the General play sign-up board:

- Players names are entered in the grid boxes on the sign-up board on a first come, first serve basis.
- Players names are organized in groups of four
- Each group of four will be designated with a group number listed in the upper left corner of group name box
- The group numbers should increment by 1 when a group takes a court and a new group is added
- A group of four players' names constitutes two teams
- The group of four players will determine teams
- A player's name can only be added to the sign-up board if they are present and available for immediate play
  - If a player's name is listed while that player is participating in an active game the name will be removed
- A player may write their name on the sign-up board or request their name be listed provided they are present and available for immediate play
- A player's name cannot be removed from the sign-up board without the approval of the player to be removed.
- When a group of four players take a court, all names and the group number is to be erased by one of the four players taking the court.
- If a foursome desires to play together they may list all four names in the next available sign up box on the sign-up board and wait until all players previously signed up on the board waiting play take a court.-
  - In the event, there is only one available court and there aren't enough players waiting to make a group of four the following protocol should be followed in order:
    1. The waiting players may waive their position on the sign-up board and allow the foursome to take the available court.
      - In this situation, the waiting players would be the next group to play.
    2. The waiting players may take the available court and practice. The maximum practice time is 15 minutes.
    3. The foursome may take the next available open court after the waiting players are playing or the 15-minute practice time has expired.
    4. The foursome may take the next available court when it becomes available without waiting on the group still waiting to have four players.

- o Under no circumstances can the foursome move ahead of waiting players on the sign-up board without the waiting players' approval.

#### New player court:

One day a week one court will be designated for teaching new players the fundamentals of pickleball. This day is normally Wednesday but can be changed by the Club Executive Committee and announced in advance of the change taking effect. This session is scheduled the first hour of play after which the new players will begin play with the other players.

#### Challenge Court: (Indoor play only)

Once a week, when requested, one court will be reserved as a Challenge court. There are two primary purposes for this court: 1) to allow club members to practice in preparation for tournaments, 2) allow club members to self-select teams to take on challengers.

There is a separate sign-up board for the Challenge court. Both players' names must be submitted at the same time and must be available for immediate play. Players are not allowed to sign up on more than one sign-up board at the same time. The winners of a Challenge court match may stay on the court for one additional challenge game or release the court. The maximum number of back to back games is two.

### **ARTICLE XII – Problem resolution/Grievance Policy**

When a diverse group of people come together it is possible to occasionally have disagreements. The following guidelines are designed to address these issues in the event they occur.

Areas where conflict may occur include but are not limited to:

Rules & Regulations: All club members are expected to follow Club and USAPA rules. To avoid misunderstanding, all Club rules and by laws are available to all members on the website or in written form upon request. USAPA pickleball games rules are available on the USAPA website.

Sportsmanship: Club members are expected to treat each other with respect. Offensive, loud, or vulgar behavior is not acceptable during Club play or events.

Language: The use of foul language is prohibited during any Club play or event. Foul language includes, but is limited to, cursing, disparaging remarks, ethnic and gender slurs, etc.

Etiquette: Club members are expected to know and abide by the rules of pickleball etiquette. Examples of common etiquette include server calls score before each serve, not chasing balls into adjoining courts, retrieving and returning balls that land in your court of play.

We encourage members to address in a professional manner any issue initially with the person they feel has behaved inappropriately or violated Club rules. Should a member not be comfortable with addressing the issue initially with this person, the next step is to bring the behavior to the attention of any member of the Executive Committee member for review.

After the review, if the member wants to continue with the grievance, the following procedure is in place to handle the complaint/grievance.

### **Problem Resolution/Grievance Process**

In the event of a perceived issue, the following grievance process is in place to ensure that all parties are heard and a fair resolution is achieved.

A grievance may be brought by any Club member against another Club member for rules violation or inappropriate behavior. Such inappropriate behavior may include, but are not limited to: excessive disruptive behavior, physical violence, abusive or obscene language, sexual harassment, unauthorized use of club equipment, action in violation of the Bylaws.

Grievances should be brought in writing to the attention of an Executive Committee officer within 14 days of the alleged incident. This officer will immediately apprise the Executive Committee. Grievance details must include the name(s) of the parties involved and a complete description of the alleged incident or activity. Time, date, behavior, and witnesses are expected elements of the grievance document.

Within a maximum of 14 days of receipt of a written grievance, the President will consult with the Executive Committee to determine a course of action on the grievance. If the grievance includes a Club officer, that officer will be excluded from the review. If the Executive Committee determines the grievance is without merit, the President, or appointed officer, will inform the grievant verbally and in writing of the Executive Committee's findings and decision.

If the Executive Committee finds the grievance warrants further investigation, it will, in writing, notify the member(s) involved of an informal investigation. Notice will include all pertinent details of the allegations. The investigation and final decision is to be completed as soon as possible or within a maximum of 30 days of receipt of the written grievance barring extenuating circumstances.

Upon completion of the investigation and final decision, resolutions available to the Executive Committee include dismissal of grievance, written and verbal warnings, suspension for a limited time or permanent expulsion from the Club.

### **Resolutions**

1. **Dismissal of the Grievance:** The Executive Committee will provide a written decision sharing the reason for the decision to dismiss the grievance. The written decision will be given to all parties who were involved in the initial filing.

2. **Warning:** In the event that a warning is deemed appropriate, the Executive Committee will issue a written warning that includes a caution that any future disciplinary issues may result in

Suspension or Expulsion. If within one year of a written warning, there is no further conduct of a similar nature by the member, the written record will be destroyed.

3. **Suspension:** If the Executive Committee finds that the circumstances warrant a suspension of the member's club participation, the Executive Committee can recommend suspension for a period ranging from one month to a year. During suspension, the member may not participate in club functions, have access to dedicated club rooms, or attend club meetings.

4. **Expulsion:** If the Executive Committee finds the behavior egregious enough to recommend expulsion, the Executive Committee may so recommend and inform all parties in writing of the decision. After 2 years, the expelled member may seek to rejoin the Smoky Mountain Pickleball Club with the approval of the Executive Committee.

### **ARTICLE XIII –Dissolution**

Upon dissolution of the Club, the Executive Committee, after paying or making provision for payment of all liabilities of the Club, shall distribute any equipment and/or disburse funds to a local charitable or not-for-profit organization(s) which has/have supported the Club.

### **ARTICLE XIV – Amendments**

Amendments to these Bylaws will be proposed by letter or email to the members prior to a General Membership meeting. A majority vote at that meeting will amend the Bylaws.