

Mission Royale Pickleball Club Bylaws

January 11,2021

ARTICLE I - GENERAL

Section A. Name of Club: Mission Royale Pickleball Club, here after referred to as MRPC.

Section B. Purpose and Function of Club: To promote the sport of Pickleball by conducting organized play, social activities, training session and skill level assessments. The Mission Royale Pickleball Club (MRPC) is a year-round club.

Section C. Compliance: The MRPC bylaws willfully comply with the Mission Royale HOA bylaws, regulations, procedures and guidelines. In the event of a conflict between these two documents, the governing documents of the HOA shall prevail.

Section D. Quorum: A quorum for conducting regular club business is defined as 2/3 of the club officers. The definition of a "quorum" for any business requiring a vote of club members is defined as 1/2 of the membership.

ARTICLE II - MEMBERSHIP

Section A. Membership: MRPC membership shall be open to all members of the Mission Royale Adult Village Homeowners Association without discrimination as to sex, race, religion, color, ethnic culture or national heritage. Members shall not be required to join any national, state or regionally affiliated organizations. Note: The formation of desirable segregated activities for male and female members of the Association may be permitted as long as both genders are provided an equal opportunity to pursue common interests.

Section B. Guest Privileges: The guest privileges set forth in the Mission Royale Adult Village Homeowners Association Chartered Club Guidelines shall govern guest privileges for MRPC. A resident guest is a resident of Mission Royale who has a current Mission Royale Adult Village Homeowners Association proximity card and has not yet joined the MRPC. After a resident guest has accepted Club hospitality two times, he/she will be required to become a member of the Club in order to continue attending Club functions. Non-resident guests are not qualified to join at the MRPC, but may attend any club functions as a club member guest. Club members are required to check their guest in at the Resident Services Desk and utilize their guest pass for their invited guest.

Section C. Dues: Dues are to be maintained in the form of stated donations for "organized play" such as Round Robins, Shoot Outs, Lessons, etc. The Executive Board shall determine dues for "organized play" and shall cover the period January 1 through December 31.

Section D. Discipline: MRPC club members who are deemed by majority vote of the MRPC Executive Board to be in violation of the Mission Royale Adult Village Homeowners Association Rules and Regulations, MRPC Bylaws, or of any rules, guidelines and regulations promulgated by the MRPC Executive Board, may be subject to disciplinary action including suspension or revocation of club membership.

Section E. Privacy: MRPC members shall indicate with their annual dues payment whether any or all of their contact information is to be shared within club membership or whether held by Executive Board as private information. This selection may be altered by member at any time by notifying club secretary via club email.

ARTICLE III – GOVERNING BODY

Definition: Governing Body will be made up of the Executive Board and chairpersons.

Section A. The Executive Board: The Executive Board: Shall be a President, Vice President, Secretary, Treasurer, and an At-Large board member, all of whom are elected by the MRPC membership. The Executive Board shall have overall governing authority over MRPC, consistent with the provisions of these bylaws.

Section B. Executive Board Duties and Responsibilities:

Club Officers are responsible for assuring operational safety, compliance with Mission Royale Adult Village Homeowners Association Rules and Regulations, and the proper care and use of all equipment and facilities. Club President will meet with the Community Manager and Lifestyle Director at the beginning of each year to update policies, clarify procedures, schedule fund raisers and discuss mutual concerns. Provide leadership to board committees as assigned. Each Board member may be asked to serve as an active member or chair of at least one committee throughout the year as needed. This may require a number of meetings per year plus individual tasks based on completion deadlines.

The President shall:

- Preside over all MRPC meetings and be accountable for the administration of club business
- Carry out the direction and policies established by the Executive Board
- Act as principle liaison between MRPC and the Mission Royale HOA management.
- Ensure that all MRPC board members understand the Mission Royale HOA Regulations and Procedures. submit HOA required reports.
- May Serve on a standing committee
- Attend regular board meetings
- Work with the board to responsibly review and act upon recommendations brought to the board for action
- Complete the Request for Meeting Room form for potlucks and meetings

The Vice-President shall:

- Perform all duties of the President in the event of the President's absence or inability to perform.
- Assist the president at meetings and preside at meetings in the president's absence.
- Be responsible for organizing scheduled play.
- Organize and supervise Court Coordinators.
- Serve as a liaison between the Court Coordinators and the Board.
- May serve on a standing committee
- Attend regular board meetings
- Work with the board to responsibly review and act upon recommendations brought to the board for action
- Perform other duties and responsibilities as assigned, with Executive Board approval, by the President.

The Secretary shall:

- Keep MRPC records per HOA guidelines
- Issue notices of all meetings of the Executive Board or General Membership.
- Generate and keep minutes of meetings and post on website. Minutes are to be retained for three years.
- May serve on a standing committee
- Keep MRPC members list up to date and release information in accordance with member's privacy request.
- Attend regular board meetings
- Work with the board to responsibly review and act upon recommendations brought to the board for action
- Conduct all correspondence relating to MRPC business
- Prepare and submit to the president, reports required by the HOA

The Treasurer shall:

- Manage all MRPC finances including receipt of dues, etc. and payment of MRPC obligations as per Mission Royale Adult Village Homeowners Association 2019 Chartered Club Guidelines.
- Propose budget annually in October to the Executive Board and post approved budget.
- Collect all monies, pay all bills, and keep all financial records.
- Maintain an accurate accounting of MRPC budget.
- Keep an up to date ledger of all transactions conducted in the regular course of MRPC business.
- Provide financial reports as required at all meetings of the Executive Board or general membership.
- Inventory club equipment annually in October and maintain a written record of club equipment. An Inventory Form shall be filed with the HOA Activities Director by February 1 each year.
- Prepare and submit to the president, reports required by the HOA.
- May serve on a standing committee
- Attend regular board meetings

- Work with the board to responsibly review and act upon recommendations brought to the board for action.

The At-Large Board Member shall:

- Serve as New Member Liaison
- Chair the Events Committee
- Oversee the Ratings Chairperson
- Maintain courtside First Aid supplies
- May serve on a standing committee
- Attend regular board meetings
- Work with the board to responsibly review and act upon recommendations brought to the board for action.

Section C: Chairpersons Roles and Responsibilities:

The executive board shall appoint all chair positions necessary to carry out the purposes and objectives of MRPC. Chairpersons shall attend monthly board meetings as non-voting members of the governing body.

ARTICLE IV –ELECTIONS AND VACANCIES

Section A. Term of Office:

All Executive Board members are elected for a two-year term and are limited to two consecutive terms.

The term of office shall begin in even years for the Vice President and Treasurer. Term of office shall begin in odd years for President, Secretary, and At-Large Member. Term of office shall begin at the March general meeting, immediately following announcement by the president of the winning candidates

Section B. Vacancies:

Vacant board positions shall be filled by appointment of the executive board and held by the appointee until the next regularly scheduled election for that position is conducted. Special/Interim elections may be held with approval of HOA.

Section C. Nominations:

- All nominees must be homeowners of the community (as defined by MRHOA).
- No two members of the same household shall be on the executive board at the same time
- At the January Executive Board meeting, the president shall form and chair a nominating committee.
- At the February Executive Board meeting, the president shall present to the Governing Board, the names of candidates who have accepted nomination as well as names of candidates who have self-nominated.
- At the February general meeting the president shall:
 1. accept nominations from the floor. Nominees nominated from the floor must be present and give consent in order to be added to the slate of candidates.
 2. present slate of candidates to the membership.

3. Identify the means and dates of voting as per HOA guidelines.

Section D. Election:

- The president shall notify the HOA Activities Director of the election dates no later than 30 days prior to the election per Chartered Club Guidelines.
- Club elections must be publicized in the Club website, the association website, and noticeably posted in the Recreation Center thirty (30) days prior to the election.
- Voting will commence no later than two weeks prior to the March general meeting/potluck and will remain open for a period of 7 calendar days.
- Voting will occur via an electronic platform such as Survey Monkey.
- The president and secretary (in even years) or the treasurer and vice president (In odd years) shall count the votes at the conclusion of the seven-day period. Results shall remain confidential until the final results are announced. The president and secretary (in even years) or the treasurer and vice president (In odd years) shall verify that, per HOA Chartered Club Guidelines, a quorum of votes was received.
- Candidates for each open position receiving the majority of votes cast shall be declared by the president to be the winner.
- The president (in even years) or vice president (in odd years) shall convey election results to the current Executive Board member and candidates within 24 hours of close of voting.
- The president or vice president shall announce the newly elected board members at the March general meeting/potluck, via email to all members, and via MRPBC website.
- The president shall complete and submit a New Club Officers form to the Activities Director within 14 days following the election.

ARTICLE V – COMMITTEES

Section A. Overview: All committees, including standing, ad hoc, and single purpose committees, and the chairpersons thereof, shall be appointed by the Executive Board to carry out the purposes and objectives of MRPC. Standing committees can be established or modified only with Board approval. All committees should have a clearly defined mission statement, and term set by the Executive Board.

ARTICLE VI - MEETINGS

Section A: Meetings of the Members: MRPC general meetings for all members shall be held not less than once annually, the time and place to be determined by the Executive Board. The President shall preside over all such meetings.

Section B. Meetings of the Executive Board: The President may call a meeting of the Executive Board by giving members a 48-hour notice in writing or by e-mail. The time and place of such meeting shall be determined by the President. A majority of Executive Board Members shall constitute a quorum and may conduct any necessary club business at such meetings. Scheduled board meetings are open to all club members.

Section C. Committee Meetings: Committees shall meet as needed but a minimum of one time.

Section D. Meetings of the Court Coordinators: The Court Coordinators shall meet a minimum of two times annually.

ARTICLE VII – FINANCIAL

Section A: Management of Funds: The Treasurer will manage all MRPC finances including receipt of dues, etc. and payment of MRPC obligations as per current Mission Royale Adult Village Homeowners Association Chartered Club Guidelines with the oversight of the Executive Board.

Section B: Maintenance of Financial Records: All MRPC financial records must be kept for seven years and shall be maintained by the Treasurer

Section C. Expenditures: Any unbudgeted single expenditure over \$100 must be approved by the Executive Board. Any unbudgeted expense over \$1,000 must be approved by the club membership. Two executive board members must be authorized to sign checks.

Section D. Auditing of Financial Records and Assets: MRPC's financial records may be audited by qualified persons or organizations annually. All assets of MRPC shall be physically inventoried at least once annually, and a written record thereof shall be maintained by the treasurer.

Section E. Annual Budget, Cash, and Inventory of Club Assets: The Executive Board shall prepare an annual budget to be presented at a regularly scheduled general meeting.

MRPC shall maintain checking and/or savings bank accounts as may be necessary, in the opinion of the Executive Board, to properly conduct MRPC business. All cash and checks shall be deposited in one or more of these accounts, with two signatures to each check.

Per Chartered Club Guidelines, the President and Treasurer shall be bonded by the club, as they have authority to withdraw or deposit funds.

All expenditures by MRPC, or any member on behalf of MRPC, must be supported by a receipt. Reimbursements to officers and MRPC members shall also be made by check, established petty cash fund, or electronic disbursement. Receipts and invoices covering all such transactions shall be kept by the Treasurer as part of MRPC's financial records.

ARTICLE VIII – AMENDMENTS

Section A: AMENDING THE BYLAWS: Any MRPC member can propose an amendment to these bylaws. The proposed amendment shall be delivered to the President in writing along with a statement explaining the reasons for the proposed amendment. The proposed amendment must then be approved by the Executive Board at one of its regular meetings before it is presented to MRPC members.

Following Executive Board approval, the proposed amendment will be presented to the club 30 days prior to voting. The presentation to the members shall be delivered via posting the proposed amendment on MRPC social media page and by emailing a notice of availability to all MRPC members email addresses of record. The proposed amendment and its effects will be open for discussion at the first regular MRPC meeting or a special meeting set for this purpose following MRPC member notifications. Thirty days after the initial notification electronic voting will begin and close 7 calendar days later.

Proposed amendments must be approved by a majority of the votes cast. All changes to the Club's Bylaws must be submitted to the HOA Board of Directors and are subject to review.