



Ogden Pickleball Association

Bylaws and Mission Statement

Mission Statement

- To promote the development of the sport of pickleball in Northern Utah
- To encourage and enjoy the benefits of aerobic exercise and good health
- To provide a welcoming learning environment for people of all ages
- To establish and maintain many life-long friendships and associations
- To demonstrate the ability to marry competition and good sportsmanship

Article I – General

Section A.

Name of Club: Ogden Pickleball Association (OPA)

Section B.

The Ogden Pickleball Association will comply as a 501(c)(3) non-profit organization and in accordance with these bylaws, club rules, regulations, and procedures. Anything not stated in the bylaws shall be referred to Roberts Rules for parliamentary rule.

Section C.

The Ogden Pickleball Association shall be operated as a nonprofit organization in accordance with Utah statutes. As of July 5, 2014 Ogden Pickleball Association is a registered non-profit 501(c)(3) organization. With few exceptions, club income should not greatly exceed expenses resulting in a net operating gain. Where revenues do exceed expenses, the net gain shall be used to foster continued club growth and educational activities pertaining to pickleball.

Article II – Membership

Section A.

Membership shall be open to all members in good standing of the Ogden Pickleball Association. A member in good standing is current with membership dues.

Section B.

There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organizations other than the handicap requirements. Affiliation to other organizations may be suggested for various competitive reasons.

Section C.

Annual Dues: Annual dues will be set by Executive Board. A lifetime membership may be purchased for the cost of \$100.00. When deemed appropriate the Executive Board may grant organizational memberships to non-profit entities for the purpose of developing the sport of pickleball.

Any annual dues change will occur by recommendation by the Club Executive Board and approved by a General Membership vote.

Article III – Officers

Section A.

The Executive Board shall consist of a President, two Vice Presidents, Secretary, and Treasurer, immediate Past President, John Gullo and Karen Gullo (if they so desire) as holders of the “Founders Seat”. If either John Gullo or Karen Gullo is deceased, then a member of the Gullo family shall take their seat on the Executive Board if they so desire. All Executive Board members must be in good standing and uphold the rules, regulations, and bylaws of the Ogden Pickleball Association.

Section B.

Election of Officers:

All officers of the Executive Board shall be elected by a majority vote of the General Membership. The General Membership must elect all voting Executive Board Members. Should an Executive Board position not be filled at the general meeting election, the Executive Board shall fill the vacancy by appointment. If an Executive Board position is vacated due to illness, move out of area, or other reasons the Executive Board will appoint a current OPA member in good standing to fill the vacated position. The Executive Board may be assisted by the chairperson of such committees as may be established by the Executive Board to carry out the club's function and purpose. No appointed chairperson shall vote on Executive Board issues. There will be no financial or other compensation for serving on the Executive Board or any appointed position.

Date of Elections: Elections will be held prior to or on the Monday of the third week in September, with new elected officers taking their offices on October 1.

Election Committee for the election of Executive Board Officers: This will occur prior to the election of new Executive Committee who will present the list to the general membership prior to the actual election.

Election Committee Structure:

Chairman will be appointed by the Executive Board

- This committee shall consist of at least three persons who are not part of any other committee, current Executive Board member, or a candidate for office.
- Must be a member in good standing.
- The Election Committee will be disbanded upon the completion of the election.

Election Committee Responsibilities:

- This committee will provide a list of candidates for each Executive Board position.
- Be responsible for obtaining at least one candidate for each office and submit the list to the Executive Board for review and publication to the General Membership prior to the election.
- Ensure candidates submit a biography and photograph for the ballot. Deadline to be established by the Election Committee.
- All candidates will run for designated Executive Board position in which they are nominated.
- Hold a "Meet the candidates" event. An event will be held before the elections so the General Membership may meet each candidate prior to the election. This event shall be held prior to or on the last Saturday in August.

Method of Voting

- Send an email announcing the date of the election and candidates, place notices at the outdoor courts, and on the OPA media sites.
- The Election Committee will record ballots and verify that only one vote per member has occurred. No proxy votes permitted.
- The Election Committee will announce the new officers at the September social and via email to the General Membership.
- Members in good standing may vote once either through email, written or absentee ballot.
- All ballots shall be verified by at least 2 persons on the Election Committee.
- The election shall be null and void if the integrity of the votes is compromised and a new election will be held.

Section C.

All officers are elected for a two-year term. The Executive Board members will stay on up to six months after their term to help orient and transition new board members to their new duties and responsibilities.

Section D.

Duties and Responsibilities of the Executive Board:

- President: Prepare meeting agendas, preside over all club meeting and be accountable for the administration of club business. The president shall carry out the direction and policies established by the Executive Board. In the event of vacancies on the Executive Board the president shall appoint, with Executive Board approval, interim replacement board members to finish out the term until official elections are held. The president shall appoint chairpersons of all committees that have been authorized by the Executive Board. The president shall ensure that all Executive Officers read and understand the association rules, regulations, and procedures.
- Vice Presidents: Shall perform all duties of the president in the event of the president's absence or inability to perform, and shall perform other such duties and responsibilities as may be assigned with the Executive Board approval. Shall oversee committees as assigned.
- Secretary: Type and prepare agendas under the direction of the president. Take minutes of meetings. Send notice of general membership meeting to members via email. Maintain and update annual inventory of club assets.
- Treasurer: Shall receive and deposit all monies due to the club and pay all obligations that may be incurred by the club in the regular course of its business, shall keep an up-to-date ledger of all financial transactions and provide financial reports as may be required at all meetings of the general membership. Shall prepare and submit year end reports. Maintain previous years' financial records for a period of seven years.
- The Executive Board will meet with the new officers for the purpose of orientation to explain the policies and procedures of their new duties. This shall be held after the election and prior to October 1.

The Executive Board members will stay on up to six months after their term to help orient and transition new board members to their new duties and responsibilities.

Section E.

Committees

All committee chairs will be appointed by the Executive Board. The chairperson of each committee will submit a written report on their activities to the Executive Board. The Executive Board will determine which committees best serve the needs of the Ogden Pickleball Association. Current and past committees have included:

- Social Chair: Shall organize events throughout the year for the general membership and other activities as directed by the Executive Board.

- Webmaster: Shall maintain the association website with all updates, posting association general membership meeting minutes, videos, and any information pertaining to club activities.
- Photographer/Historian: Shall take pictures of various association activities and events.
- Tournament Chair: Shall organize at least one tournament per year.
- Facebook/Social Media Chair: Maintain OPA Facebook page and conduct other social media activities as assigned by the Executive Board.

Article IV – Meetings

Section A.

Meetings of the General Membership: Membership meetings shall be held not less than twice annually, the time and place of such meeting to be determined by the Executive Board. The president shall preside at all such meetings and Robert's Rules of Order-Newly Revised shall be followed. 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 Executive Board: The president may call meetings of the Executive Board at any time by giving notice orally, in writing, or email. The president shall determine the time and place of such meeting. The Executive Board shall meet at least once each quarter.

Article V – Financial

Section A.

Maintenance of Financial Records: Financial records and related documentation must be kept for the previous seven years and the current year, and shall be maintained by the Treasurer. A monthly expense report shall be generated by the Treasurer and made available to the Executive Board. An independent audit of the financial statements shall be performed every two years prior to the election of new Executive Board members. The fiscal year is January 1 to December 31.

Section B.

Expenditures: Any expenditures greater than \$500.00 must approved by the Executive Board. Checks written for an amount greater than \$250.00 for club expenditures and/or reimbursements must have accompanied documentation with a second approval invoice signed by an Executive Board member. Any check written to the Treasurer shall be signed by the President. There shall be no withdrawals over \$250.00 without two Executive Board member's approval.

Section C.

Reimbursements: Must be accompanied by a reimbursement request form and approved by two Executive Board members. Any amount over \$100.00 will require on the Expense Reimbursement Request form a signature of both the Treasurer and President.

Section D.

Review of Financial Records: Qualified persons or organizations, at the discretion of the Executive Board will review the club's financial records every two years prior to the election of new Executive Board officers. This review shall not be conducted by an elected or appointed OPA member.

Section E.

Annual Budget, Cash, and Inventory of Club Assets: The Executive Board shall prepare an annual budget to be presented to the General Membership at a regularly scheduled membership meeting. The annual budget shall be submitted by November 1 each year by the President and Treasurer. This budget shall be voted on within 60 days for approval by the General Membership. The club shall maintain such checking and/or savings bank accounts approved by the Ogden Pickleball Association as may be necessary to properly conduct the club's business. The Executive Board President and Treasurer shall be the official signers of the club's account(s). All cash receipts shall be deposited in one or more of said accounts with all due speed. The Treasurer shall keep all receipts and invoices covering all such transactions as part of the club's financial records. The President and Treasurer shall be authorized to sign checks drawn from the club's bank account(s). All physical assets of the club shall be physically inventoried at least once annually by the secretary and submitted to the Executive Board.

Section F.

Ogden Pickleball Association shall conduct all matters of business financial or otherwise separate and distinct from any other club, organization, or entity. OPA money may be used solely for the purpose of OPA events and activities determined by the Executive Board and General Membership.

Article VI. - Dissolution

This club may not be dissolved until all of its outstanding debts have been paid.