

CONSTITUTION
Club BATHURST PICKLEBALL Club
Enacted January 19th 2019

1. NAME

- The name of the Club shall be called Club Bathurst Pickleball Club herein referred to as the Club.
- Pickleball is one word. Its abbreviations will be CBPC
- At any time, other than use in a title or the beginning of a sentence, pickleball is written with a small letter “p”.

2. MISSION STATEMENT

- Club Bathurst Pickleball Club is a non-profit sport organization that encourages the growth of pickleball as a fun, family game for all ages in Bathurst and surrounding communities according to rules, policies and procedures established by the International Federation of Pickleball (IFP). Pickleball can be recreational or competitive. The BPC will respect the needs and goals of all players endeavouring to provide events and play to meet all player needs, including those who wish to compete at the highest level.

3. OBJECTIVES

The objectives of the Club are:

- To promote, develop and govern pickleball amongst its members.
- To offer coaching and competitive opportunities for its members.
- To respect the needs and goals of all players in providing events and play to meet all player needs, including those who wish to compete at the highest level.
- To promote pickleball in Bathurst and surrounding communities.
- To assist groups or individuals with the use of facilities.
- To ensure that operating methods of individual groups meet Club standards
- To provide all of its services in a way that is fair to everyone.
- To provide member groups with common-use equipment as required.
- To provide a first aid kit
- To establish CPR/AED and safety policy.
- To establish and enforce an Etiquette Policy and/or Code of Conduct.
- To act as a liaison with the city of Bathurst and the Centennial Park Association.
- To promote New Brunswick Pickleball and Pickleball Canada membership.

4. MEMBERSHIP

- Membership to the Club consists of all players who have been accepted to play in groups that are officially recognized by the Board of Directors. All members will have paid an annual membership fee and will be deemed to have accepted this Constitution, its regulations and code of practice. Memberships to Pickleball Canada and Pickleball New Brunswick are mandatory as a prerequisite to joining the Club.
- The board will maintain the confidentiality of its members and will not engage in trafficking or selling a list of members to third parties. Emails, policies, schedules, playing tips etc. are for the use of Club members only and are not to be shared with non-members without prior Board of Directors' approval in writing.
- Groups Leaders will maintain a waiting list if necessary. Groups may set a minimum skill level.
- Those on a group waiting list will be encouraged to enhance their skill levels at the Pickleball School during the Fall/Winter season and on the outdoor courts during the Spring/Summer season.
- Communications to membership should be in both languages if possible. There may be a need to ask the membership for volunteers for translation, correction etc. If nobody comes forward, then the message will go out in the language it was written.

5. BOARD OF DIRECTORS

The Club shall be governed by a Board of Directors comprised of the:

- President
- Vice-President
 - Secretary
 - Treasurer
 - Representative for every group
- Representative for the School
 - Any group named by Board of Directors during the year.

The Secretary or the President shall convene meetings of the Board of Directors. These meetings will be held at least (4) times per year.

The quorum required for business to be agreed at the Board of Directors meetings will be half of the members plus one. Each group representative (including the School Representative), the Vice-President, the Treasurer, and the Secretary if present, receive one vote. The President will break ties.

The Board of Directors shall:

- Adopt new policies, codes of practice and rules that affect the organization of the Club.
- Accept/refuse new groups to the Club.
- Appoint subcommittees and advisors to the Board as necessary to fulfill its business.
- Take cognizance of code of conduct breaches reported by Group leaders. It should be noted that individual groups should handle disciplinary measures and that the Board's involvement would be a last recourse. The Board of Directors may revoke membership to the Club of a member in good standing.
- Approve the Club's budget
- Oversee the Club's bank account and financial activities.
- Ensure coordination of all incoming correspondence through available means of communication (i.e., Mailing addresses, emails, Facebook)
- Explore funding streams from Sport NB and other government entities.
- Ensure that each group's operating methods meet Club standards.
- Ensure the management and conservation of all Club documentation.
- Maintain a list of current Club members.
- Oversee each group's special case handling to ensure they meet Club standards
- Set and administer the Club's annual membership fees.
- Purchase common-use equipment as required.
- Convene an Annual General Meeting (AGM).
- Appoint a Nominating Committee, which will propose candidates at the AGM for the position of President, Vice-President, Secretary and Treasurer.
- Establish Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) and safety policy.
- Establish an etiquette policy.
- Arrange for clinics/training.
- Act as a liaison with the City of Bathurst and the Centennial Park Association.
- Act as a liaison with Pickleball New Brunswick (PNB) and Sport NB
- Act as a public relations spokesperson(s)
- Establish committees to act on behalf of the Board of Directors of which:
 - Outdoor Courts Committee
 - Nominating Committee for President, Vice-President, Secretary and Treasurer
 - Social Committee
 - First Aid Committee
 - Tournament Committee
 - Communications Committee

6. SPECIFIC ROLES AND RESPONSABILITIES:

The **Group Leaders** shall

- Organize respective groups
- Determine group's operating methods, ensuring they are shared with the Board of Directors and meet the Club's standards as specified in the Constitution.
- Determine the number of players for their respective groups.
- Submit the list of players and their profiles to the Board of Directors at the beginning of each season and communicate all additions to the list in the course of the season.
- Plan and administer the group's budget. This includes gym, balls (if not supplied by the Club), other equipment and supplies utilized by the group.
- Prepare regular financial statements and budget to be submitted to the Board of Directors.

- Collect Club, NB Pickleball and Pickleball Canada Membership fees.
- Ensure that the operating surplus for the group does not exceed \$1000.
- Ensure Code of Conduct is followed and report, at their discretion, incidents to the Board of Directors.
- Ensure that players within group have access to roughly equal playing time
- Schedule gym timetable with city representatives and ensure written confirmation of dates via email. (Cancellation of gym usage and credit to groups account may be possible if done in a timely fashion)
- Ensure all new members are provided with the Etiquette and Safety Rules.
- Accommodate out-of-town Pickleball Canada members if possible (skill level may be a factor)
- Inform members of availability of the First Aid Kit and CPR/AED and safety policies
- Represent their group at the Board of Directors or appoint a delegate to do so.

The **President** shall

- Chair all Board, Annual and Special Meetings.
- Oversee all Club business to ensure it is conducted as directed by the Board of Directors
- Be a signing officer of the Club
- Be the primary contact person for all matters dealing with the Club
- Ensure Club representation at the Provincial level.
- Act as an Ex-officio member of all committees of the Board of the Directors.
- Assist the Secretary in devising and preparing the agenda for circulation to the Board of Directors in advance of meeting (s)
- Execute contracts, documents, or any instruments on behalf of the Club, or designate a Board member to do so on his or her behalf.
- Be responsible for all aspects of the Annual General Meeting

The **Vice-President** shall:

- Represent the President in his or her absence.
- Assist the President when requested.

The **Secretary** shall:

- Receive and disperse all correspondences as they relate to meetings of the Board of Directors.
- Record and distribute minutes of all Board, Annual and Special meetings of the Club.
- Advise and assist Board Members with correspondence.
- Schedule and advise all Board members of meeting dates, times, locations, etc.
- In conjunction with the President, devise, prepare and distribute an agenda in advance of meetings

The **Treasurer** shall:

- Act as a signing officer on matters regarding the financial affairs of the Club
- Prepare financial reports for presentation to the Board of Directors and at the Annual General Meeting.
- Manage the Club's bank account (s).
- Be responsible for all financial entries (membership and other fees, grants etc.)
- Manage Club expenditures.

Terms of Office:

The President, Vice-President, Secretary and Treasurer will be elected at the Annual General Meeting. Their terms of office will end after two (2) years, but they will be eligible for re-appointment. The President or Vice-President, or both and the Secretary must be bilingual. These positions are staggered two-year positions such that half of the members will be new in any year.

7. FINANCE/BANKING:

- The **Fiscal Year** shall be from January 1st to December 31st of each year.
- Club funds shall be deposited at the discretion of the Board in the appropriate legally accredited financial institution for the best benefit of the Club in the name of the Club
- The Treasurer and the President and a third person named by the Board of Directors shall sign all cheques.
- The Board of Directors on behalf of the Club may accept donations, gifts, legacies, and bequests.
- A **yearly fee** shall be charged for Club membership (covers the fall, spring, and summer sessions). Even if a member plays in more than one group, the fee is paid only once. All players who attend more than two periods of play (e.g., 12pm to 2pm) must become members of the Club and pay this fee. This fee will be used for common expenses such as outdoor court maintenance, outdoor balls, supplies, first aid kit, promotion, tournament organization, participation at PNB meetings and other meetings etc. It will also provide the Club with a cash flow.
- The operational surplus at end of season should not exceed 3000 \$. If it does, the BOD shall implement a plan to reduce the fund

balance.

- The school does not require full membership of its participants. School participants must join PNB/PCO and are considered Associate Members of the Club but do not receive other Club benefits.
- The Board of Directors shall approve Club expenditures of 50 \$ or more preferably at a meeting but if that is not feasible, then by email. For less than 50 \$, the President or Treasurer may decide. Expenses less than 50 \$ require approval at a subsequent meeting of the Board of Directors.
- The Board of Directors shall establish a Travel Expense Policy for members conducting business on its behalf. A detailed yearly report of expenses incurred by members shall be presented to the Board of Directors.
- Each group shares its detailed books with the Board of Directors. This will include complete membership lists and amount paid by each member. The dates for this are November 1 and April 1.
- Events such as tournaments, clinics and social events should be cost-neutral. If there is a surplus, it goes to the Club. If there is an unexpected but legitimate shortfall, the Club will cover. Events should also be structured so that members get a discounted rate vs. non-members for their participation. The Board of Directors sets the fees.
- Should disbanding of a group occur, the group leader must provide a plan for the dispersal its funds. The Board of Directors must approve this plan.
- Yearly Financial Statements (Income Statement and Balance Sheet) shall be approved by the membership at the Annual General Meeting.
- The Board must oversee and approve all matters regarding Club fundraising or sponsorship. Any funds, equipment or other items obtained from sponsors and/or from fundraising will automatically become the property of the Club.
- No team, club, group, coach, manager, parent, or any Club member shall undertake individual fundraising projects outside the auspices of the Board of Directors.
- Board Members and their heirs shall at all times be completely indemnified out of Club funds for all costs, charges, and expenses which such Board Members sustain or incur as a result of any proceeding which is brought against them or any act or omission relating to the execution of their duties, and all cost, charges and expenses which such Board Members sustain or incur in relation to the affairs of the Club, except for such costs, charges and expenses occasioned by their wilful neglect or default.

8. ANNUAL GENERAL MEETINGS (AGM)

- The latest edition of Robert's Rules of Order shall apply.
- Election of President, Vice-President, Secretary and Treasurer will take place at the Annual General Meeting.
- Any member in good standing as defined in item 4 of the Constitution who wishes to let his/her name stand for election to a position on the Board of Directors must give notice of his/her intentions in writing to the Secretary of the Board of Directors at least one week prior to date of the Annual General Meeting.
- The Annual General Meetings will be held within four (4) months after the last day of the Fiscal Year, i.e., prior to May 1st.
- Members wishing to bring forth a motion or motions to the Annual General Meeting must submit their motion(s) in writing to the Secretary of the Board at least one week prior to the date of the Annual General Meeting.
- Notice of the Annual General Meeting shall be conveyed by email to all Club members a minimum of three (3) weeks before the date of the meeting
- The President shall act as chairman for all aspects of the Annual General Meeting except for elections.
- Fifteen (15) members of the Club shall constitute a quorum for an Annual General Meeting.
- Any outstanding fees not paid will automatically disqualify an individual member from voting at the Annual General Meeting.
- The Annual General Meeting will receive a report from the President and the Treasurer.
- The Board of Directors or any member may call Special General Meetings by petition to the Board of Directors. Only the business for which the Special General Meeting has been called will be dealt with, except with unanimous consent of those present. The quorum for a Special General Meeting will be fifteen (15) members.

9. DISSOLUTION

A resolution to dissolve the Club can only be passed at an Annual General Meeting or Special General Meeting. In the event of dissolution, any assets of the Club that remain will become the property of the Groups who were members for at least twelve (12) months preceding the dissolution. Assets will be distributed equally amongst these groups.

10. AMENDMENTS TO THE CONSTITUTION

The Constitution will only be changed through the agreement of majority vote at an Annual General Meeting of a Special General Meeting

11. DECLARATION

Club Bathurst Pickleball Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of its members.