

The Mohawk Pickleball Club

Bylaws

Adopted September 12, 2024

Article I – General

1. The name of the organization is Mohawk Pickleball Club. The Mohawk Pickleball Club exists for the benefit of its members and the local community of pickleball players.
2. The mission of the Mohawk Pickleball Club is: “Play and promote pickleball throughout our Community.”
3. The purpose of the Mohawk Pickleball Club is to grow the sport of pickleball through the promotion and teaching of the game to individuals of all ages and skill levels, while encouraging sportsmanship, fellowship, fun and healthy exercise.
4. The Mohawk Pickleball Club is referred to as the “MPC” or the “Club” for purposes of this document.

Article II – Membership

1. Membership shall be open to all pickleball players.
2. There shall be no other precondition for membership, nor will members be required, but may be encouraged to join any national, state, or regionally affiliated organization.
3. Membership is required for participation in MPC activities unless participating as an invited guest. This includes, but not limited to:
 - a) MPC Round robins
 - b) Leagues
 - c) Ladders
 - d) Tournaments
 - e) Social Events
 - f) General Membership Meetings (Participation in club business is limited to members only.)
4. Guests and Non-members must be accompanied by an MPC member when participating in a MPC Activity.
 - a) Each Member is allowed to host two (2) guests at approved MPC functions which may include pickleball orientation, MPC round robins/leagues/ladders/tournaments social events, and general MPC Membership Meetings.
 - b) Non-members may be required to pay a fee to participate in a member only activity.
5. Membership Dues
 - a) The amount of annual membership dues will be set annually by the MPC Board.
 - b) Annual membership dues shall be paid via the MPC website, www.mohawkpickleballclub.org and shall be renewed annually effective the date of initial membership.
 - c) Prorated membership dues may be determined by the Executive Board.
6. Rules of Conduct.
 - a) Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among MPC members, or the MPC in general may have their MPC membership suspended by the Club.

- b) Termination of a club membership can only occur following a recommendation from the President and the approval of the Board.

Article III – MPC Board

1. The MPC Board will consist of seven (7) voting members and one (1) ex-officio member:

- a) **President** – presides at all MPC meetings and directs and participates in the activities of the MPC Board and Committees. The president shall appoint chairpersons of Standing Committees and Ad hoc committees. the President serves as the official representative of the MPC involving communications between the Club and other public and private agencies and organizations. The President shall work closely with the Secretary to establish meeting agendas. The President shall be a signatory on bank accounts.
- b) **Vice President** – presides in the absence of the President and performs such duties as required and assists all other officers when needed. Oversees bylaws and ensures they are being followed and is signatory on bank accounts.
- c) **Secretary** – sets the agenda, records all the minutes of General MPC meetings and Board Meetings and posts minutes to the membership as relevant. Ensures the retention of MPC records and reports. The Secretary may also assist the Membership Chair in maintaining the member roster and new member information and is signatory on bank accounts. Maintain Attestation form for elected or appointed Officers.
- d) **Treasurer** – acts as custodian of all MPC funds. Maintains a checking account for the MPC and ensures all monies are deposited and recorded accurately, and that all financial reports are properly filed and maintained, including presentation of a current financial report at each MPC Board meeting. When required, the Treasurer shall ensure that all federal and state tax reports are prepared and timely filed. The Treasurer shall be a signatory on bank accounts.
- e) **Communications Chair** – update and post the member roster. Ensures all communication (website administration, social media, email, when appropriate) are up to date. Other volunteers may be used to produce, update and distribute communications. May engage other MPC volunteers as needed.
- f) **Member At Large** – assists any officer as needed, particularly the Communications Chair. Keeps the pickleball court data for Schenectady County updated on the Picklehead App.
- g) **Schenectady County USA Pickleball Ambassador** – is a non-elected, non-voting, ex-officio member of the board. However, if the Ambassador is also an elected board member, the individual shall be allowed to vote in his/her capacity as such elected board member.

The Ambassador shall serve as the liaison between the MPC and USA Pickleball, the National governing body for the sport of pickleball in the U.S. the Ambassador shall be responsible for informing the MPC as to USAP rules, updates, events, tournaments, programs and other general information that may be of interest to Club members.

- h) **Immediate Past President** – the immediate past president shall be a voting member of the MPC Board. The immediate past president shall provide continuity and Board institutional memory to each newly elected Board. The past president may assist any officer or any committee as requested by the Board.
2. The MPC Board shall be elected by a majority vote of those present at the MPC’s Annual General Membership election meeting.

- a) Nominations for officers must be submitted to the board a minimum of 7 days prior to membership meeting, or
 - b) Nominations may be provided from the floor during the General Membership election meeting.
 - c) Elected officers serve without compensation.
 - d) All positions are elected for (2) year terms.
3. Elected officers will serve from January 1 through December 31 of their elected term of office.. Election of Offices will occur at an Annual General Membership Election Meeting.
 4. Newly elected or appointed officers shall read and become familiar with the MPC's Rules, Regulations and Procedures
 5. Committees and Appointed Positions:
 - a) There shall be two Standing Committees established by the Board:
 - 1) The Activity Committee is responsible for planning and coordinating MPC special pickleball activities such as tournaments, leagues, ladder play, round-robins, and MPC social gatherings. The Committee shall be chaired by the Activity Coordinator.
 - a. Activity Coordinator – The Activity Coordinator is the chair of the Activity Committee. This is a Non-voting position.
 - 2) The New Player Development Committee is responsible for helping new players improve their skills and play through introductory pickleball workshops, drill sessions and pairing up new players with existing players. The committee shall be chaired by the New Player Development Coordinator.
 - a. New Player Development Coordinator – The New Player Development Coordinator is the chair of the New Player Development Committee. This is a Non-voting position.
 - b) Ad Hoc Committees
 - 1) To address special or short-term issues or events, special Ad Hoc Committees may be established by the MPC board. Each committee will report directly to the Board through a Board designated liaison.
 - 2) The liaison is not required to be the committee chair.
 - 3) Committee liaisons are non-voting Board positions, unless they are an elected Board member.
 - 4) All committees rely on volunteers to chair and serve on each committee. If there are no volunteers to staff the committee it will be considered to be inactive.
 6. Board Vacancies
 - a) The MPC Board will determine when it is necessary to fill a Board vacancy. The Board shall consider the amount of time left for that term and any other pertinent matters.
 - b) The Board will notify the membership within 30 days of the vacancy.
 - c) The Board may appoint a Club member to fill the vacant office through the remaining term of office. The board may schedule an election for the next general membership meeting to elect a member who shall serve for the remainder of the term of office.

Article IV – Membership and MPC Board Meetings

1. General Membership Meetings will be held each November for annual elections and may be called at other times on an as-needed basis.
 - a) The Board may call a Special membership meeting.
 - b) All members will be notified in advance of the meeting.

- c) A simple majority vote of those attending the membership meeting is required for all issues, except bylaws.-
 - d) To approve or amend bylaws requires a 2/3 majority of those in attendance.
 - e) Elections will be by secret ballot if there are two or more nominees for any one office. If the elected positions have one nominee, the election will be by a show of hands and/or voice vote.
 - f) Agendas and minutes will be taken by the Board Secretary to document all business sessions and will be approved by the Board.
 - g) Agenda and minutes, as well as other pertinent administrative records, will be retained or a period of three (3) years.
 - h) Agenda and minutes should be available to the membership before the next general meeting.
2. MPC Board Meetings shall be held in October before the November General Membership Meeting and may be called at other times on an as-needed basis.
- a) Board meetings may be called by the President or by three members of the Board.
 - b) For Board Meetings a quorum shall be a simple majority of the Board.
 - c) A majority vote of the Executive Board is required for approval of all issues.
 - d) Agendas and minutes will be taken by the Board Secretary to document all business sessions and will be approved by the Board.
 - e) Agendas and minutes, as well as other pertinent administrative records, will be retained or a period of three (3) years.
 - f) Agendas and minutes should be available to the Board members before the next Board meeting.

Article V – Financial

1. Financial records shall be retained for a period of seven (7) years prior to the current year.
2. The Treasurer is authorized to disburse funds in support of MPC activities. Expenditures over \$200 must be approved by four (4) members of the Board. The preferred reimbursement process shall be:
 - a) A cost quote is required for all expenditures and disbursements.
 - b) An individual anticipating a check request shall document the item(s) to be purchased, the purpose of the purchase, an estimated cost and submit the check request to the Treasurer.
 - c) The Treasurer may authorize the expenditure only if there are sufficient funds in the MPC financial account(s).
 - d) The purchase shall not be made until such expenditure has been authorized by the Treasurer.
 - e) A receipt is required for all reimbursements.
The Treasurer shall sign all checks. In the absence of the Treasurer, the President, Vice-President or Secretary shall be authorized to sign MPC checks.
3. Financial records should be audited on a bi-annual basis by individuals other than those elected to the MPC Board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting.
4. MPC advertising: Any commercial advertising or flyers of MPC activities must be in compliance with MPC policies.

Article VI – Adoption and Amendments

- 1. Adoption of these MPC Bylaws shall be pursuant to an affirmative vote of two-thirds of the MPC Board.
- 2. Amendment of these MPC Bylaws requires a two-thirds vote of the membership present at a meeting specifically called for such purpose.
 - a) Proposed amendments shall be well publicized to the membership one (1) month prior to the vote.

Article VII – Dissolution

- 1. Prior to MPC dissolution all debts must be satisfied.

Certification

These bylaws were approved by an affirmative vote of two-thirds of the officers of the Mohawk Pickleball Club on September 12, 2024

_____ Date _____
Secretary

Attest:

_____ Date _____
President

_____ Date _____
Vice-President

_____ Date _____
Treasurer

_____ Date _____
Communications Chair

_____ Date _____
Member at Large