

# BRAZOS VALLEY PICKLEBALL ASSOCIATION (BVPA) BYLAWS

## Article I – General

- Section 1. **Name:** The name of this organization shall be the Brazos Valley Pickleball Association (BVPA).
- Section 2. **Purpose:** To provide fun, fellowship and fitness through the promotion and growth of pickleball in the Brazos Valley Community.

## Article II – Membership

- Section 1. Membership shall be open to anyone over the age of 18 and each member shall have one vote.
- Section 2. Members will abide by the bylaws and actively support and participate in association functions.
- Section 3. All participants must review and sign a liability waiver and provide emergency contact prior to participating in association coordinated activities.
- Section 4. Membership will be terminated by voluntary withdrawal, nonpayment of dues or assessments, violation of the provisions of these bylaws, or violation of published rules, guidelines and regulations promulgated by the facilities used by the Association.
- Section 5. People who live outside the Brazos Valley will be allowed to participate in association activities (scheduled court time and special functions) with the approval of the Board but can be terminated whenever the Board sees fit.
- Section 6. **Dues:** Annual dues of \$30.00 shall be required to be eligible for full participation as a member of this association, including play in BVPA Tournaments. The membership may agree to other assessments to cover maintenance and equipment replacement needs as needed. Dues shall be collected by January 31 each year. The Board shall determine fees for play.
- Section 7. If someone wishes to join the Association after June 1<sup>st</sup>, they may choose to pay the prorated rate of \$20.00.
- Section 8. Non-members may be requested to pay a one-day fee depending on the facility access requirements. This fee only grants access to the facility for the day, but does not grant the participant membership with voting rights. At facilities without a mandated access fee, BVPA shall collect a \$5 guest fee.

## Article III – Officers

- Section 1. **Executive Committee:** The Executive Committee of the Association shall consist of a President, Vice-President, Secretary and Treasurer. Any active BVPA member is eligible for these offices. The Executive Committee, along with the Board of Directors, shall have overall governing authority over BVPA consistent with the provisions of these by-laws and shall authorize all committees necessary to carry out the purposes and objectives of BVPA.
- Section 2. The Past President shall serve in a non-voting advisory capacity on the Board of Directors for one year following their term.
- Section 3. **Board of Directors:** The Board of Directors shall consist of the Executive Committee, Past President and Standing Committee Chairmen.
- Section 4. **Term of Office:** Terms of office shall be for two years with the option of opting out of the second year. The Nominating Committee shall contact each officer to ascertain if they shall serve the second year of their term. If not, the position shall be open for nominations.
- Section 5. **Duties and Responsibilities:**
- A. **President:** Shall assume association leadership, preside at all meetings, appoint chairs of committees, call special meetings as needed, and generally be a spokesperson for the Association. He/she shall be responsible for coordination with other clubs as needed. He/she shall also be responsible for issuing Guidelines & Rules for association's activities when there are safety concerns or other requirements not covered in these bylaws.
  - B. **Vice- President:** Shall assume the duties of the President in his/her absence. He/she shall serve as liaison to the area USAPA Ambassadors and generally assists the association in all functions as necessary.
  - C. **Secretary:** Shall keep the BVPA records, issue notices of all meetings of the Board or General Membership, shall officially determine if a quorum exists and shall keep minutes thereof.
  - D. **Treasurer:** Shall receive and deposit all moneys due to BVPA and pay all obligations that may be incurred by BVPA in the regular course of its business, shall keep an up-to-date ledger of all financial transactions and provide financial reports at all meetings.

Section 6. **Election of Officers**

- A. A Nominating Committee shall be appointed by the President at least sixty days prior to the annual meeting. The committee shall consist of three members, and present a nomination for each office to be filled thirty days prior to the annual meeting. BVPA members may nominate themselves or another member. Members may only run for one position per election. If a member is nominated for more than one position, he/she shall notify the Nominating Committee their choice of which position they shall seek for election.
- B. If more than one member is nominated for any elective position, voting shall be by secret ballot.
- C. The particular procedures to be followed for nominations and elections shall be determined by the Board.
- D. Should a position not be filled by election, the Board shall fill the position as it sees fit.

### Article IV – Meetings

- Section 1. There will be a minimum of three board meetings and one general membership meeting per year, with dates and times determined by current needs.
- Section 2. Special meetings may be called by the President or upon request of at least three members. Such meetings shall have at least five days notice given to members regarding time, place and agenda.
- Section 3. An annual meeting shall be held in the month of November each year, for the purpose of electing officers, needs assessment and general planning for the association’s activities for the upcoming year.
- Section 4. A minimum of two officers and 20% of the membership will constitute a quorum.

### Article V – Committees

- Section 1. The President may appoint, with Board approval, special committees as needed.
- Section 2. Public Relations: A standing committee to address the marketing and promotion of BVPA through community outreach, social media, website and special events.

## Article VI – Financial

- Section 1. The fiscal year of the Association shall start the 1st day of January and shall end the 31st day of December.
- Section 2. BVPA's financial records may be audited at the discretion of the Board or Association members.
- Section 3. The Board shall prepare an annual budget to be presented to the general membership for approval at the annual meeting.
- Section 4. All assets of BVPA shall be physically inventoried each year and a written record thereof shall be maintained by the Treasurer and Secretary.

## Article VII – Amendments

- Section 1. Any member of BVPA may propose an amendment to these by-laws. The amendment shall be presented to the Board for approval at a regular meeting before it can be presented to the membership. After Board approval, the amendment must be posted for 10 days prior to the membership meeting. A two-thirds majority vote is required to adopt any amendment.

## Article XI –Dissolution

- Section 1. On dissolution of the Association, all funds and assets shall be donated to an organization to be determined at the time of dissolution.

Adopted by the Brazos Valley Pickleball Association on March 13, 2018.

Verified by 

Tracey Forman, Secretary, Brazos Valley Pickleball Association.