



# Constitution

## Pickleball Restigouche Club

### 1. Name

The Club shall officially be named "Pickleball Restigouche Club Inc." For the purposes of this Constitution, "Pickleball Restigouche Club" and "the Club" mean the same entity.

### 2. Purpose and Objectives

The purposes and objectives of the club are to:

- Offer people of all ages in the Restigouche region the opportunity to learn and play pickleball; and
- Improve the skills of current members.
- The club is a non-profit organization and does not discriminate based on race, religion, or gender.

### 3. Membership

Club Pickleball Restigouche shall ensure that current and future members receive fair and equitable treatment.

Members shall consist of the members of the Board of Directors and club players.

All members are subject to the rules set out in the constitution and, by joining the club, agree to abide by the rules and code of conduct adopted by Club Pickleball Restigouche.

Members must be active members of Pickleball Canada.

Members shall be registered as full members.

### 4. Membership Fees

Membership fees shall be determined annually, in agreement with the members of the Board of Directors.

### 5. Club Officers

The officers of the club shall be:

- President
- Vice-President
- Secretary
- Treasurer
- 3 Directors



Officers shall be elected every two years at the Annual General Meeting.

All officers must step down after their two-year term but are eligible for re-election.

Terms shall be as follows:

- President, Secretary and one Director on odd years
- Vice-President, Treasurer and two Directors on even years

## **6. Board of Directors**

The club shall be governed by a Board of Directors composed of:

- President
- Vice-President
- Secretary
- Treasurer
- 3 Directors

Only these positions have voting rights at Board meetings.

The Board of Directors shall be convened by the Secretary, and a minimum of three meetings per year must be held.

A quorum for Board meetings requires a minimum of four members present.

The Board of Directors is responsible for adopting new policies, codes of conduct, and regulations affecting the club.

The Board of Directors has the authority to create subcommittees as needed and to appoint advisors to help achieve their objectives.

The Board of Directors is responsible for disciplinary hearings for members who violate the constitution or club rules. The Board has the authority to suspend membership or impose disciplinary measures because of such hearings.

The Board will conduct an AGM in March of every calendar year.

## **7. Finances**

Club funds shall be deposited in a bank account in the name of the club.

The club Treasurer is responsible for the club's financial transactions.

The club's fiscal year shall end on December 31<sup>st</sup> of each year.

An annual financial statement shall be presented by the Treasurer at the Annual General Meeting.

All cheques issued by or for the club must be signed by the Treasurer and the Secretary.

## **8. Annual General Meeting (AGM)**

Notice of the Annual General Meeting shall be given by the President at least twenty-one (21) days prior to the meeting.

A report must be submitted by the Board of Directors and presented at the AGM.



Officer nominations can be submitted in advance to the Secretary and/or nominations may come from the floor.

The election of officers will take place at the AGM, and all members have the right to vote at the AGM.

In the case of a vacant position on the Board (resignation), the position will be filled at the following AGM.

A quorum for the AGM requires the presence of at least 20 of its members. The board is included in the 20.

The Board of Directors has the right to call a Special General Meeting (SGM) outside of the AGM. Procedures for SGM's will be the same as those for the AGM.

## **9. Discipline and Appeals**

All complaints regarding the conduct of another member must be submitted in writing to the Secretary.

The Board of Directors must hear and address the complaint within seven (7) business days following submission. The Board has the authority to impose disciplinary measures deemed necessary, including termination of membership.

The outcome of the disciplinary hearing must be sent in writing to both the complainant and the member concerned within seven (7) days following the hearing.

There shall be a right of appeal to the Board of Directors following the announcement of a disciplinary decision. The Board must consider the appeal within seven (7) days of receipt by the Secretary.

## **10. Dissolution**

A decision to dissolve the club may only be made at an AGM or SGM by a majority vote of the members.

In the event of dissolution, any remaining assets of the club shall be donated to a local charity or another regional pickleball club, as determined by the Board of Directors.

## **11. Amendments to the Constitution**

This constitution may only be amended by a majority vote at an AGM or SGM.

## **12. Declaration**

Club Pickleball Restigouche hereby adopts and accepts this constitution as the current operational guide governing the actions of its members.



## Signatures

Position: **President**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: **Director**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: **Vice-President**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: **Director**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: **Secretary**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: **Director**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: **Treasurer**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix A: Roles and Responsibilities**

### **President**

The President is the principal spokesperson for the club and presides over executive meetings, the AGM, and SGMs.

Calls a minimum of three executive meetings per year and prepares the agenda.

Is responsible for communications to members and maintaining the distribution list.

### **Vice-President**

Assists the President in carrying out duties and assumes the role of President in the event of resignation, incapacity, removal, or death of the President.

Performs other duties as assigned by the President.

Assists with member communications and maintenance of the distribution list.

### **Treasurer**

Serves as the chief financial officer of the Board and is responsible for the club's financial management.

Prepares an annual budget for the fiscal year for presentation to the Board of Directors and the AGM.

Maintains, controls, and records all bank accounts and cash funds.

Ensures all expenses are properly authorized and supported.

Responsible for collecting membership fees.

Responsible for collecting facility usage fees.

Maintains an up-to-date registry of members and their contact information and shares this information with the President.

### **Secretary**

Takes minutes at executive meetings, the AGM, and SGMs and provides them to Board members in advance.

Retains all meeting minutes.

Performs other duties as assigned by the President.

### **Director**

Attends executive meetings, AGMs, and SGMs and has voting rights.

Performs other duties as assigned by the President.