

ELLENSBURG PICKLEBALL CLUB (EPiC) BOARD OF DIRECTORS

PRESIDENT Christopher Nicolai

VICE-PRESIDENT Marion Christenson

SECRETARY Patrick Gigstead

TREASURER Gina Meyers

ELECTED DIRECTORS

- Gary Bartlett
- Jennifer Bresler
- Barb Goll
- Cece Mahre
- Lucas Steele
- Rick Williams

ELLENSBURG PICKLEBALL CLUB (EPiC) BYLAWS

MISSION STATEMENT

The mission of Ellensburg Pickleball Club (EPiC) is to grow the sport through the promotion and teaching of the game to individuals of all ages and skill levels while encouraging sportsmanship, fellowship, fun and exercise.

The purpose of the Ellensburg Pickleball Club is to provide an opportunity for all members to learn and improve their play; to implement instructional lessons; to schedule open and skill level play; league (ladder) play and tournaments; to encourage the highest standards of safe play; to promote social pickleball activities within the community; and to promote the development and enhancement of Pickleball facilities in our community.

ARTICLES

Article I – General

1. The name of the organization is the Ellensburg Pickleball Club, abbreviated with the acronym “EPiC.” The Pickleball Club exists for the benefit of its members.
2. Mission Statement: The mission of Ellensburg Pickleball Club is to grow the sport through the promotion and teaching of the game to individuals of all ages and skill levels while encouraging sportsmanship, fellowship, fun and exercise, and to promote the development and enhancement of Pickleball facilities in our community.
3. The purpose of the Pickleball Club is to provide an opportunity for all members to learn and improve their play; to implement instructional lessons; to schedule open and skill level play; league (ladder) play and tournaments; to encourage the highest standards of safe play; to promote social pickleball activities within the community.
4. This Club shall be operated as a nonprofit organization 501c7 in accordance with applicable Washington State and Internal Revenue Tax Exempt Codes, and the Association’s Bylaws.

Article II – Membership

1. Membership shall be open to all.
2. There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.
3. Membership is required for voting and participation in Club activities, including club round robins/leagues/ladders/tournaments, social events, and General Membership Meetings. Note: 1 Paid Membership = 1 Vote
4. Guest Privileges:
 - General Membership Meetings are open to Guests however, participation is limited to members only.
 - Guests must be accompanied by a Club member when participating in a Club function.
 - Hosting a guest. Each Club member is allowed to host two (2) Non-Members at approved Club functions.
 - Approved Club functions for Guests include: Pickleball Orientation, social events, club meetings. (**Except annual election meeting**). Guests will be charged a fee.
5. The members’ dues will be determined annually on the recommendations of the club board. Annual membership dues are based on the period April 1 - March 31.
6. Members are expected to conduct themselves at club functions with mutual respect.
7. Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among club members, clubs, or the Association in general may have their club membership temporarily suspended (up to two [2] weeks) by the club. Written notice regarding the reasons for temporary suspension shall be provided to the Executive Board within two (2) business days of the temporary suspension. Termination of a club membership can only occur following a recommendation from the President and the approval of the Executive Board. Severe cases of adverse behavior, as described above, may be a cause for suspension of Association membership rights and privileges. Any suspension

or termination of club membership or Association rights and privileges may be appealed to the Executive Board.

- First Offense – a written warning from the Club
- Second Offense – a short-term suspension by the Club
- Third Offense – longer suspension or termination recommended by the Board.

Article III – Board of Directors

1. The Board will consist of between four to ten Directors, with the Executive Board consisting of the President, Vice President, Secretary and Treasurer.
2. The remaining Directors may take shared responsibility for one or more of the below roles, or others as deemed necessary by the Executive Board.
3. Elected Directors will serve from January 1 through December 31.
4. The Election of Directors will occur at the Annual General Membership Meeting by a majority vote of those members present. The elected Directors shall serve without compensation.
5. Newly elected or appointed Directors, within fourteen (14) business days of taking office, shall attest that they have read and understand the Club's Mission Statement and By-Laws
6. All positions are elected for (2) year terms.

President – presides at all club meetings and directs the activities of the Executive Board. Ad hoc committees may be established at the discretion of the President. President vote breaks any tie. Executive Board Member.

Vice President – presides in the absence of the President and performs such duties as required and assists all other Directors when needed. Oversees bylaws and ensures they are being followed. In charge of club insurance and does the administrative managements role for Grant compliance. Executive Board Member.

Secretary – sets the agenda, records all the minutes of club meetings, and posts them to the membership. Ensure the retention of club records, reports, and usage sheets. The Secretary may also assist in maintaining the member roster and new member information. Executive Board Member.

Treasurer – acts as custodian of all club funds. Maintains a checking account for the club and ensures all monies are deposited and recorded accurately, and that all financial reports are properly maintained, and that all federal and state tax reports are prepared and timely filed. Signatory on bank account. Executive Board Member.

Shared Responsibilities of other Elected Directors

- **Membership** – drives efforts to increase awareness of EPiC to encourage new memberships and annual renewal of existing members.

- **Communication** – ensures all communication (website, social media, email, newspaper when appropriate) are up to date. Other volunteers may be used to produce and distribute communications.
- **Activity**– plans out types of play (ex: ladder play, social get togethers, round-robins, specific level play times, etc.)
- **New Player Development** – new player liaison coordinator. Helps pair-up new players with existing players, works with Activity Coordinator to give introductory workshops.
- **Community Development** – building relations with local community and soliciting funding for the club through grants and business relationships.
- **Founding Member Liaison** – seek advice and guidance from founding members no longer on the Board.

Vacancies. The Board will provide the members with notification of any Board vacancies, when they need to be filled by, and how members can apply for the open position.

Impeachment. To impeach a Director, two-thirds of the Members need to approve. If the impeachment is successful, the election of a new Director must follow immediately.

Article IV – Meetings

1. Frequency of Meetings – General Membership Meetings will be held each November for annual elections and on an as needed basis.
 - i. All members will be notified in advance of the meeting.
 - ii. The Board may call Special membership meetings.
2. Provisions for calling and recording meetings. Agenda and minutes will be taken by the Board Secretary to document all business sessions and will be approved by the Board.
 - i. Agenda and minutes, as well as other pertinent administrative records, will be
 - ii. retained for a period of three (3) years.
 - iii. Agenda and minutes should be available to the membership before the next general meeting.
 - iv. Twelve (12) Club Members are required to make a grievance for reasonable cause to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.
3. Voting and Quorum Requirements:
 - i. Board Meetings – a quorum, is a simple majority of the Board.
 - ii. Membership meetings – A simple majority of members present is required for all issues except bylaws. To approve bylaws requires a two-thirds majority of members present.
 - iii. Elections will be by a show of hands and/or voice vote.

Article V – Financial

1. Financial records shall be retained for a period of seven (7) years (prior to the current year).

2. NO Board Member has the authority to issue a purchase order (commit EPiC to a pending financial obligation) > \$100 unless all Board Members have approved (email approval is accepted).
3. The Board shall authorize the Treasurer to disburse funds in support of Club activities in amounts not to exceed \$100. Expenditures exceeding \$100, must be approved by all Board Members (email approval is acceptable).
 - iv. A receipt is required for all expenditures and disbursements.
 - v. The Treasurer shall sign all Club checks. In the absence of the Treasurer, two additional Board Members shall be authorized to sign checks.
4. Financial records will be presented at the Annual Membership Meeting and any Members can request to see the Financials Records anytime by contacting the Board President
5. Club Advertising. Any commercial advertising or flyers of club activities must be approved by the Board.

Article VI – Committee

1. Committees are appointed by the club board.
 - i. Each committee will report directly to the Board through a Board designated liaison.
 - ii. All designated liaisons will be assigned and approved by the Board at their first Board meeting of the new calendar year.
 - iii. All committees rely on volunteers to chair and serve on each committee.

Article VII – Club Reciprocity

Our club from time to time may issue an invitation to other pickleball clubs in surrounding communities to attend special events. It is understood that such invitations be issued only on an occasional basis.

Article VIII – Amendments

To amend the Bylaws of this Club requires a two-thirds vote of the membership present at the Annual General Meeting. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by two-thirds vote of members present.

Article IX – Dissolution

Prior to club dissolution all debts must be satisfied.