

# BOISE AREA PICKLEBALL ASSOCIATION (BAPA) BY-LAWS

## **Article 1—General**

### Section A.

Name of Club: Boise Area Pickleball Association (BAPA)

### Section B.

Purpose of Club: To promote the sport of pickleball

### Section C.

These by-laws represent any and all rules governing the internal affairs associated with the club. The by-laws may be amended by two-thirds majority vote of the attending members of any club meeting providing a majority of club members have discussed and approved, in principle, those proposed changes.

### Section D.

This club shall be operated as Unincorporated Nonprofit Association in accordance with the State of Idaho. With few exceptions, club revenue should not greatly exceed expenses resulting in a net operating gain. Where revenue does exceed expenses, the net gain should be used to foster continued club growth and activity.

### Section E.

The association fiscal year runs from October 1<sup>st</sup> through September 30<sup>th</sup>.

## **Article II—Membership**

### Section A.

Membership shall be non-restrictive. Although some club events may be restricted to members only. In addition any individual participating in daily play will be encouraged to join the club, which will enable the club to grow and promote the game of pickleball.

### Section B.

There shall be no precondition for membership, nor will members be required to join any national, state or regionally affiliated organizations but will be encouraged to become member of the USAPA. Affiliation with the USAPA will enable membership access to a variety of venues for equipment, training, and a network of members with a united goal of promoting the game of pickleball.

### Section C.

*Membership Dues:* The Executive Board will review the dues structure annually. Any changes in the dues structure will be made by the Board prior to September 1 and take effect at the beginning of the new fiscal year (October 1). Justification for any change in dues shall be presented at the Annual Meeting.

### **Article III—Officers**

#### Section A.

Executive Board: There shall be a President, President-Elect, Immediate Past President, Treasurer, and Secretary. All board members shall be elected by the general membership. All board members will serve without compensation.

The board may appoint other officers, which may include: Membership Director, Webmaster, Photographer/Historian, Marketing, Tournament Director, etc.

#### Section B.

*Election:* Board members will be elected by a majority vote of those present at a general membership meeting according to the following schedule:

Yearly – President-Elect

Odd-numbered years – Treasurer

Even-numbered years – Secretary

If more than one member is nominated for any elective position, voting shall be by secret written ballot.

#### Section C.

*Term of Office:* The President-Elect will serve as President in the following year and as Immediate Past President in the year after being President. The Immediate Past President is not eligible for election as President-Elect in the year their term expires. The Treasurer and Secretary shall each be elected to two-year terms.

#### Section D.

##### *Duties and Responsibilities:*

*President:* Shall prepare meeting agendas, preside over all club meetings and be accountable for the administration of club business. The President shall carry out the direction and policies established by the Executive Board. The President shall appoint members and chairpersons of all committees that have been authorized by the club board. In the event of vacancies on the Executive Board, the President shall appoint, with Executive Board approval, interim replacement board members to finish out the term until official elections are held. The President shall ensure that all club officers read and understand the association rules, regulations and procedures.

*President-Elect:* Shall learn the duties and responsibilities of the President so that they can effectively lead the organization in the following year. Shall perform all duties of the president in the event of the president's absence or inability to perform and shall also perform other such duties and responsibilities as may be assigned, with Executive Board approval, from time to time by the President.

*Immediate Past President:* Shall mentor the current President and assist in providing continuity in Board methods and procedures. Shall perform other such duties and responsibilities as may be assigned, with Executive Board approval, from time to time by the President.

*Treasurer:* Shall be responsible for ensuring the deposit of all monies due to the club and pay all obligations that may be incurred by the club in the regular course of its business. Shall keep an up-to-date ledger of all financial transactions and provide financial reports as may be required at all meetings of the general membership. Shall prepare and submit year end reports and maintain a previous years' financial records for a period of seven years. Shall be responsible for ensuring the maintenance of a list of members in good standing

*Secretary:* Shall keep the minutes of the association meetings and distribute to members as requested. Shall keep the email addresses of members up-to-date in the Association's gmail account. Shall perform an annual inventory of the Association's supplies and equipment and provide a written record to the Treasurer. Shall keep all signed waivers and maintain a list of signed waivers.

All other officers, such as Membership Director, Webmaster, Photographer/Historian, Tournament Director, etc., shall serve at the discretion and direction of the Executive Board.

#### **Article IV—Meetings**

##### Section A.

*Meetings of the members:* Membership meetings shall be held not less than once annually with general membership meetings being arranged as necessary to conduct club business. The time and place of such meetings will be determined by the membership. The President shall preside over these meetings and in his/her absence the President-Elect or Immediate Past President will assume these duties. A simple majority vote of the membership present shall be sufficient to conduct any business requiring the vote of the membership.

##### Section B.

*Meetings of the Board:* The President may call meetings of the Executive Board at any time by giving notice orally, in writing or email. The President shall determine the time and place of such meeting.

#### **Article V—Financial**

##### Section A.

*Maintenance of Financial Records:* Financial records and related documentation must be kept for the previous seven years and the current year and shall be maintained by the treasurer.

##### Section B.

*Expenditures:* Unbudgeted single expenditures not to exceed \$1,000.00 must be approved by the Executive Board in its discretion. Unbudgeted single expenditures in excess of \$1,000.00 must be approved by a majority vote of those present at a general membership meeting. Any check written for expenditures exceeding \$500.00 must have two signatures, one by the Treasurer and the other by an Executive Board member.

Section C.

*Reimbursements:* Reimbursement for individual expenditures by any member of the club must have approval by an Executive Board member.

Section D.

*Financial Records:* Qualified persons or organizations, at the discretion of the Executive Board may audit the club's financial records.

Section E.

*Annual Budget, Cash and Inventory of Club Assets:* The Executive Board shall prepare an annual budget to be presented to the membership at a regularly scheduled membership meeting. The club shall maintain such checking and/or savings bank accounts approved by the club as may be necessary in the option of the Executive Board to properly conduct the club's business. All cash received shall be deposited in one or more of said accounts with due-diligence. All expenditures over a \$10 maximum made by the club or any member on behalf of the club must be made by check only. The club may elect to maintain a petty cash fund not to exceed \$50 and allow disbursements from this fund for receipted incidental expenses not to exceed \$10 each disbursement. The Treasurer shall keep appropriate receipts and invoices covering all such transactions as part of the club's financial records. The Treasurer and another member of the Executive Board shall be authorized to sign checks drawn of the club's bank account(s). All assets of the club shall be physically inventoried at least once annually and the Treasurer shall thereof maintain a written record.

**Article VI—Committees**

*Appointment:* All committees, including standing committees and the chairmen thereof shall be appointed by the club President with Executive Board approval.

**Article VII—Dissolution**

This club may not be dissolved until all of its outstanding debts have been paid. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Bylaws adopted by the Club:

Date: September 21, 2011  
President: Perry A. Whittaker

Bylaw revisions adopted by the Club:

Date: June 13, 2017  
President: Kevin Johnson

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