

ROADHAVEN PICKLEBALL CLUB CHARTER

PURPOSE:

The purpose of the Roadhaven Pickleball Club is to operate and maintain the courts so residents can enjoy the game of pickleball in a friendly, social atmosphere. We will do this by maintaining the courts in a clean, functional and inviting condition, and by always welcoming members and newcomers. We will provide instruction for those wanting to learn and improve their game, opportunities to play at an appropriate level, and formal competition through member-only tournaments and other competitions as determined by the executive officers/membership.

MEMBERSHIPS:

Membership dues are a yearly fee covering the period from October 1st of one year to September 30th of the following year and are determined by a vote of the members. Membership dues enable the Club to maintain a supply of balls, and other upkeep items as well as court improvements.

Full Membership:

To have a full membership, you must reside in the park as a homeowner or renter registered with Roadhaven Resort.

The cost of a full membership is set by the club and entitles you to the following.

- a. Voting rights
- b. Play during all scheduled and non-scheduled times
- c. Reserving of courts
- d. Entry into all tournaments
- e. Entry into league play
- f. Participation in a year-end meal or other meals as designated by the club

Guest Pass:

You must reside in the park as a homeowner, renter or short-term visitor registered with Roadhaven Resort. The cost of the Guest Pass is set by the club.

- a. You are entitled to play for fourteen consecutive days in members' scheduled times at one self-declared level of play as well as all at open times.
- b. You do not hold voting rights.
- c. You are not entitled to play in any club tournaments, league and other events.

Non-Members

As a non-member, you can play at all open times at no cost. You must be a homeowner, renter or short-term visitor registered with Roadhaven Resort. You are not entitled to participate in any scheduled play, enter any club tournaments or participate in any league play. You do not hold voting rights. Guests and visitors under age 16 must be accompanied by a resident of Roadhaven Resort.

MEETINGS

Club gatherings, at the courts, to provide updates to the members are held weekly or as needed. These meetings are informal and are held on Wednesday mornings.

Two formal scheduled meetings will be held each season (one meeting in January to address any upcoming issues for the season and another in February or March to elect incoming Executive Officer positions as required).

The Executive Officers will meet as needed.

A quorum will be determined by the number of voting members in attendance at a meeting. A quorum on club business will be the majority of votes. Changes to the Charter shall require a "yes" vote by two-thirds of the

members in attendance at a designated meeting and with adequate notification to the membership.

EXECUTIVE OFFICERS

The Executive Officers of the Club shall be the President, Vice-President, Secretary, Treasurer, and Past President. The Executive Council shall be the Executive Officers and Committee Heads.

Section 1: Duties of officers

- a) The President shall be the chief officer. The President shall see to the general operation of the Club and ensure that its Charter is appropriately respected. The President shall see to the establishment of committees as needed and shall be an ex-officio member of the committees. The President will make agendas for club meetings. The President will share Recreation Council meetings and duties with the Vice President.
- b) The Vice President shall assist the President in his/her duties and will perform these duties in his/her absence. The Vice President will share Recreation Council meetings and duties with the President. The Vice President will be in charge of the Nominating Committee and will be in charge of the year-end meal in March.
- c) The Secretary shall keep notes of meetings and maintain a record of these meetings. The secretary shall do correspondence as needed or as requested by the President, prepare and submit articles to Roadhaven Resort to be posted, and keep the web page, calendar, and email list current.
- d) The Treasurer shall maintain accurate and up-to-date financial records, deposit or disperse funds as required by the Club, receive any funds due to the Club including

membership fees, and handle all financial transactions with the Resort. The treasurer will keep a current membership list.

The Treasurer will ensure that monthly entries relating to club deposits and expenditures from the Roadhaven Office are consistent with club financial records. The Treasurer will have the responsibility to disperse funds as authorized by the Executive. This authorization will include all recurring expenditures for maintenance and administrative purchases. Funds dispersed will require the signatures of any two Executive Officers.

A maximum of \$200 may be held in a petty cash fund for supplies and minor maintenance of equipment. Any purchase over \$1,000 requires the approval of the membership. The purchase of equipment greater than \$500.00 and contracts/agreements greater than \$1,000.00 must be reported to the Roadhaven Recreational Council as per their policies and procedures. The Treasurer will initiate the preparation of an annual budget and update the club's 5-year plan in consultation with the President.

No club member is authorized to spend money on behalf of the Pickleball Club and be reimbursed without first seeking prior approval from the President or another executive committee member via email to the Roadhaven Pickleball gmail account and then after receiving a confirmation email authorizing the purchase(s).

- e) The most current Past President shall act as a consultant and resource and not as a voting member of the Executive Officers.

Section 2: Terms of office

The term of office shall begin March 31 of each year.

The President and Vice President will run and upon being elected, will hold their positions for a two-year term. Upon the end of their term, if no other members wish to be voted in as President or Vice President, the outgoing President and Vice President can be voted in for a second two-year term in either capacity.

The Secretary and Treasurer will hold their positions for a two-year term and may continue the term for one additional two-year term. To aid in a smooth transition of officers, the newly-elected officers will work with the outgoing officers through the end of the season.

Section 3: Vacancies

Should there be a vacancy on the executive committee other than at the normal election time, the remaining executive officers shall appoint someone to fill the vacant position.

COMMITTEES

I. Tournament Committee

The Tournament Committee shall be appointed annually by the President and consist of at least two members. Tournament play is limited to club members only.

Duties:

- a) Determine the dates for the tournament**
- b) Arrange sign-up of players**
- c) Set up tournament play**
- d) Find volunteers to help with the tournament**
- e) Notify Office and Activity Office of the tournament**

II. Instruction / Maintenance Committee

The Instruction/Maintenance Committee shall be appointed annually by the President and shall consist of one or two members. The Instruction/Maintenance committee will engage other members as needed to perform/assist in the tasks.

Duties:

- a. Welcome new people and encourage participation**
- b. Offer and provide lessons to beginning players**
- c. Wash the courts as needed**
- d. Maintain a supply of balls for club use**

III. Fundraising Committee

The Fundraising Committee shall be appointed annually by the President and consist of at least two members. The Fundraising committee will engage other members as needed to perform/assist in the tasks.

Duties:

- a) Bring entertainment options, recommended ticket prices, dates, etc., to the President**
- b) Monitor ticket sales and disbursements**
- c) Maintain a record of sales and expenses**
- d) Conduct 50/50 sales at events**
- e) Procure entertainment**
- f) Advertise events**
- g) Determine kitchen and snack requirements**