

Capital Area Pickleball Association Bylaws

Approved 10/19/2016
Amended 8/29/18
Amended 10/30/19
Amended 9/14/21
Amended 9/22/2022

Article I — General

Section 1 — Name : The name of the organization shall be Capital Area Pickleball Association, hereinafter referred to as the Association.

Section 2 — Purpose : The purpose of the Association shall be :

- To promote the sport of pickleball.
- To provide opportunities for members to learn and improve their skills.
- To promote and enhance the enjoyment of social, recreational and competitive play, as well as social pickleball activities.
- To work with the local governments to establish policies for the safe and equitable use of facilities.

Section 3 — Organization CAPA is organized as a 501 (c)(7) Tax Exempt Social Club as per IRS Section 501 guidelines.

Article II — Membership

Section 1— Eligibility : Membership shall be open to all persons interested in participating in or promoting the sport of pickleball in the greater Madison, Wisconsin area. There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organizations.

Section 2 — Dues : The Association Executive Board shall determine the amount of annual dues. Timely payment of dues by each member on or before a date specified by the treasurer shall be required for membership in good standing. A new member joining after July 1st will be considered a payment of annual dues for the following year.

Section 3 — Termination : Membership will be terminated by voluntary withdrawal, nonpayment of dues or assessments, violation of published rules, guidelines or regulations promulgated by the Association.

The Executive Board may vote to terminate the membership of any individual displaying abusive, combative, unsportsmanlike behavior or behavior deemed detrimental to the Pickleball community, or unlawful or dangerous conduct or behavior.

The Executive Board may by majority vote remove a member of the Executive Board if said member is unable or unwilling to execute the duties of the position. Such vote must occur during a closed session.

Article III — Officers

Section 1 — Executive Board : There shall be a total of nine Executive Board members including a President, Vice President, Secretary, Treasurer and five(5) at large members. The Board shall have overall governing authority of the Association consistent with these Bylaws and shall authorize all committees.

Section 2 — Terms : The term of office for all the Executive Board members shall be two years and shall coincide with the fiscal year. The president, secretary, and two (2) of the at-large members will be replaced on odd-numbered calendar years. The vice-president, treasurer and three (3) at large member will be replaced on even-numbered calendar years.

Section 3 — Duties of Officers:

A. President:

1. Shall assume leadership of the Association, preside at all meetings of the Association, appoint all regular and special committees, and call special meetings, as required.
2. Shall carry out the direction and policies of the Executive Board and shall act as the official spokesperson for the Association.
3. In the event of a vacancy on the Board, shall appoint an interim replacement to finish the term.
4. Shall be responsible for the coordination with the Executive Board, and other organizations, as needed.

B. Vice-President:

1. Shall assume the duties of the President if the President is absent or unable to function as President.
2. Shall coordinate the efforts of special or standing committees.

C. Secretary:

1. Shall for all meetings, both general and executive board: take minutes, record attendance and determine whether a quorum exists.
2. Shall email minutes of all meetings to members or post to a designated website.
3. Shall keep the Association's records and conduct correspondence, as needed, relating to the Association's business.

D. Treasurer:

1. Shall receive and deposit all money due the Association and pay all obligations incurred by the Association.
2. Keep an up-to-date ledger of financial transactions, report the financial status at Executive Board and general meetings and provide an annual report to the Association.
3. Shall conduct the Association's business in conformance with Article V of these Bylaws.

E. At-Large Representatives

The at-large board members that are elected will be assigned by the board to represent one of 5 designated portions of the CAPA membership area. The designated sections are 4 areas surrounding Madison divided roughly N/S by Hwy 151 and 94 and E/W by Hwy 113 and 14. The fifth area is Madison itself. The board reserves the right to vary the boundaries as necessary to maintain balance for purposes of fair membership representation.

1. Promote the sport of pickleball in communities in and around the Madison area.

2. Provide local government's pickleball expertise as they establish courts & policies.
3. Provide feedback to the CAPA BOD regarding area pickleball activities and concerns.
4. Provide community diversity to the CAPA BOD.
 - a. provides input into BOD discussions and meetings
 - b. has voting rights at BOD meetings
 - c. will be the face of pickleball in the communities he/she represents.
5. Establish a court representative sub-committee to maintain a strong working relationship between the board and the membership.

Section 4 — Elections : Officers and Executive Board members-at-large will be elected by a majority vote of the voting members. All officers and board members will serve without compensation. Membership may cast votes electronically with results tabulated by the Election Committee coincident to the start of the new fiscal year.

The Electronic Ballot will be an internet-enabled form and designated as the "polling place." It will list open positions and candidates. Voting is accomplished by clicking on the candidate(s) of choice. Votes will automatically tabulate into a spreadsheet. The spreadsheet will capture the voter's email address for membership validation purposes.

The Election Committee will have exclusive access to the spreadsheet for the purpose of tabulating votes, validating members, and identifying potential duplicate votes. The Election Committee is a president-appointed committee charged with validating and tabulating election results. This committee will have exclusive access to the Electronic Tabulation Spreadsheet. The committee is comprised of: 1 board member and 2 non-board members all of whom are not on the ballot.

Section 5 — Nominations : A Nominating Committee shall be appointed by the President at least sixty (60) days prior to the first meeting of the year. The Committee shall consist of at least three (3) members and shall submit a nomination for each office to be filled thirty (30) days prior to the first annual meeting of the year. The nominations shall be emailed to all members- Anyone nominated must be willing prior to the election to serve in the position.

Article IV — Meetings

Section 1 — Meetings of the Members : Membership meetings shall be held not less than once annually, the time and place of such meetings to be determined by the Executive Board. A quorum shall consist of a minimum of 10 members in good standing excluding officers and board members and shall be necessary to conduct any business requiring a vote. A simple majority vote of the membership present shall be sufficient to conduct any business requiring the vote of the membership excluding the annual election of officers.

Section 2 — Meetings of the Officers and the Board : The President may call meetings of the Executive Board at any time by giving notice in writing or email. The President shall determine the time and place of such meeting. A majority of the Executive Board members shall constitute a quorum of the Executive Board which is required to conduct any business.

Article V — Financial

Section 1 — Maintenance of Records : Financial records shall be kept for the seven previous years and the current year, and shall be maintained by the Treasurer. Related documentation shall be kept for one year or as required by law.

Section 2 — Expenditures

- A. Board Approval:** Any expenditure exceeding \$300 shall require the approval of the Executive Board.
- B. Signatures:** All checks shall be signed by the Treasurer *and* President, or Vice President. In the absence of the Treasurer, the President and Vice-President are authorized to sign checks.
- C. Petty Cash:** The Treasurer may maintain a Petty Cash Fund not to exceed \$50 and allow disbursements from this fund for receipted incidental expenses. Disbursements or cash float funds are not permitted to exceed \$50. The Treasurer shall keep appropriate receipts and invoices covering all such transactions as part of the Association's financial records.

Section 3 — Inventory of Assets : All assets of the Association shall be physically inventoried at least once annually and the Treasurer shall maintain a written record thereof.

Section 4 — Audits : The Executive Board, at its discretion, may authorize qualified persons or organizations to audit the Association's financial records.

Article VI — Fiscal Year

Section 1 — The fiscal year shall start the 1st day of September and shall end on the 31st day of August of the following year.

Article VII — Amendments

Section 1 — The Bylaws may be amended, after an explanation and discussion of the proposed changes, by a two-thirds majority vote of the members in attendance.

Article VIII — Dissolution

Section 1 — In the event of the dissolution of the Association, the disposition of its property, funds and other assets shall be as determined by the Executive Board.
