

ST. JAMES PICKLEBALL ASSOCIATION BY-LAWS

(Approved by the Board October 2022. Approved by the association: December 1, 2022.)

Purpose

1. Members in good standing of the Clubs at St. James propose to establish a “pickleball association” which shall:
 - a.) Encourage play, good sportsmanship, friendly competition, and enjoyment of the game of pickleball.
 - b.) Work with The Clubs at St. James management to improve the quality and quantity of pickleball play and pickleball facilities at The Clubs at St. James.

Organization

2. The name of this association shall be the ST. JAMES PICKLEBALL ASSOCIATION (SJPA). The SJPA website may also be referred to as the pickleball website or the website.

Fiscal Year

3. The fiscal year of the SJPA shall be the calendar year.

Membership

4. Membership shall consist of all individuals in good standing and payment of any dues in effect for the SJPA and The Clubs at St. James who hold either a Signature Sport or Signature Golf Membership.
5. Membership shall entitle the member to participate at the level at which they have been rated in all sanctioned events and other rated events established by the SJPA. Ratings may be obtained by The Clubs at St. James certified pickleball instructor, or outside instructors, or events that provide documented ratings. The SJPA will also hold events in which non-rated players may participate, these details will be provided on the website.
6. Members shall abide by the SJPA's Bylaws.

Dues

7. Dues may be established for each year. Initial dues will be established by the Board and may consist of a partial year.
8. Thereafter, membership dues may be changed by two-thirds (67%) vote of the members who are present at the annual meeting or who submit their vote through the SJPA website.

Officers

9. The SJPA Board shall consist of the following officers (“Officer”):
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Communications
 - f. Social
 - g. Tournaments and Events
10. The term of each Officer shall begin on January 1st and end on December 31st of the second term, except for the President which is only one term.

11. Officers listed: Secretary, Treasurer, Communications, Social, Tournaments and Events; shall be permitted to serve a maximum of (1) two year term in the same capacity. If these Officers are serving their second year of their term in the same capacity, then their position is unavailable. In the event these Officers are not available or do not elect to assume their current positions, any member of the SJPA in good standing may run and be elected, during the established voting timeframe, for the fiscal year.

The Vice-President shall automatically become President the following year after serving one year as Vice-President. In the event the Vice-President is not available or does not elect to assume the position of President, any member of the SJPA in good standing may be elected.

12. The SJPA Board shall consist of the Officers.
13. The SJPA Board encourages The Clubs at St. James management to maintain pickleball representation on The Clubs at St. James Sport Advisory Committee and for a Board member or designee to attend the meetings regularly. SJPA representation shall be by appointment of the Board.
14. SJPA Board Officer candidates shall be Signature Sport or Signature Golf members in good standing of The Clubs at St. James and the SJPA and be residents of St James Plantation.

Election of Officers

15. The Board shall select a Nominating Committee to manage the process of nominating Officers for the positions which are available, by September 1 of each year.
16. The Nominating Committee will send an email (through the Communications Chair) to the entire membership by 10/1 indicating which Board positions are open and solicit nominations from individuals for either themselves or someone else who has agreed to serve if elected.
17. Nominations from this process will close on 11/1.
18. The Nominating Committee may also identify additional nominees for any position during the 10/1 to 11/1 period.
19. The Nominating Committee will publish the list of candidates to the membership by 11/15 on the SJPA website. Candidates shall provide a brief resume stating why they would like to serve on the Board and outline their backgrounds for members who don't know them.
20. If there are multiple candidates for a position, voting will take place from 11/15 through 11/30.
21. Candidates will be notified of the results prior to the end of the physical year.
22. Nominations from the floor at the Annual Meeting will not be accepted.
23. The Board members for the following year will be published on the SJPA website.

24. In case any vacancy in any of the Officers or Officers elect occurs, the remaining Officers shall seek and elect a member in good standing to fill such vacancy for the remaining term.

Duties of Officers

25. See detailed Job Descriptions in Appendix.

Committee Chairs

26. The Committee Chairs of the SJPA shall consist of the following chairs:

- a. Web Master (Communications Board person and Web Master Chair person may be one person performing both positions.)
- b. Instruction Committee
- c. Sunshine Committee

27. The Board shall appoint the Committee Chairs as deemed necessary. Committee Chairs shall act solely as advisors to the Board and shall not vote on Board matters.

28. Additional Committee and Chairs may be established by the Board as deemed necessary. Committee Chairs, and those participating, supporting or assisting a Committee Chair shall be:

- a. Signature Sport or Signature Golf members in good standing of The Clubs at St. James.
- b. Paid member of the SJPA and in good standing.
- c. Resident of St. James Plantation.

29. Duties of the Committee Chairs shall be as detailed in the Job Descriptions in the Appendix.

Meetings

30. Regular Board meetings shall be held monthly or as determined by the Board on the days designated by the then current Board. Board meetings shall be attended by all Board Officers. Committee Chair(s) may be invited to a meeting if requested by the Board.

31. Special membership meetings shall be called by the President, as the President deems necessary.

32. The annual membership meeting, which shall be open to all Signature Sport or Signature Golf members in good standing of The Clubs at St. James and the SJPA, shall be held in the 4th quarter of each calendar year or such other time as the Board determines. The meeting may take place electronically at the discretion of the Board.

33. Notice of the annual meeting shall be posted on the SJPA website and other communications medium the Communications or Webmaster use. As well as being sent to the membership at least two weeks prior to such meeting.

34. A quorum for the transaction of business at any membership meeting shall consist of the members present in person at such meeting or voting electronically. Members shall be given the opportunity to make suggestions and comments during the meeting either in person or electronically.

35. A quorum for the transaction of business at any Board meeting shall consist of more than fifty percent (50%) of the Officers.

Voting

36. Voting for Officers shall be in accordance to the process outlined in items 15 through 24 of this document.
37. Each member of the SJPA is entitled to one (1) vote per Officer.
38. All matters subject to a vote at membership and/or Board meetings shall be decided by majority vote except as noted in Paragraph 39.

By-Law Amendments

39. The By-Laws may be amended at any membership meeting by a two-thirds (67%) vote of the members present at such meeting or voting electronically. No amendment shall be voted on without the prior approval of the Board and a two (2) week notice to members, subject to paragraph 32.

Governance

40. Roberts Rules of Order shall govern in all matters not covered by the By-Laws.

Liability of Members

41. No Officer or member shall be personally liable for any bills or obligations of the SJPA, past or present, except for payment of his/her dues.
42. No Officer or member of the SJPA shall disburse funds or monies in his/her keeping that belong to the SJPA without Board approval.
43. An Audit Committee shall be established annually by the Board to review all transactions which occurred during the preceding physical year. The Committee will consist of 3 independent individuals nominated by the Board. The Committee will report their findings to the Board at the first Board meeting occurring in the second quarter of the following year.
44. No person shall use the name, mailing list or official insignia on behalf of the SJPA for other than SJPA Board approved purposes. All use of the logo and communications for publication in any media or provided to any vendors, must be approved and provided by the Communications Board Member.

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Appendix

Saint James Pickleball Association

Title: President (Board position)	Revision Date: 10/2022
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Position Overview

The President shall represent the collective interests of The Clubs at St. James pickleball community through directing the various social, philanthropic, and competitive events designed to promote and enhance the pickleball community at The Clubs at St. James.

Essential Job Functions

- Assume club leadership
- Call regular meetings to order
- Ensure follow up on requests/concerns of members
- Preside over annual meeting
- Ensure duties of elected Officers and Committee Chairs are fulfilled
- Ensure Board governance and protocol are followed
- Represent SJPA in the community
- Assign tasks to Board members and Committee Chairs and follow up on completion
- Assure the association funds are responsibly managed
- Primary relationship with The Clubs at St. James management
- Relationship development with other communities outside of St. James
- Strategy for interaction with membership, including growing the base
- Develop 1, 3 and 5 year strategies including breaking those into operational, tactical and strategic goals

Non-essential Job Functions

- Attend SJPA social activities
- Participate on various planning and activity committees as required

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living in St. James Plantation

Other Skills/Abilities

- Excellent Communications Skills
- Excellent Planning & Organization Skills
- Facilitation Skills
- Conflict resolution skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA

Saint James Pickleball Association

Title: Vice-President (Board position)

Revision Date: 10/2022

Position Overview

The Vice President shall represent the collective interests of The Clubs at St. James pickleball community and serve as the back up in the event the President is unable to tend to SJPA duties.

Essential Job Functions

- Maintain the history of the SJPA
- Preside over Board meetings and Annual meeting during absence of President
- Represent the SJPA in the community
- Interface volunteers with various committees
- Work with all committees to develop strategy and make progress on their priorities
- Serve as the backup for the Treasurer
- Coordinate SJPA apparel sales
- Update By-Laws as needed

Non-essential Job Functions

- Attend SJPA social activities
- Participate on various planning and activity committees as required

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living of St. James Plantation

Other Skills/Abilities

- Computer Skills
- Excellent Communications Skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA

Saint James Pickleball Association

Title: Secretary (Board position)	Revision Date: 10/2022
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Position Overview

The Board Secretary shall represent the collective interests of The Clubs at St. James pickleball community through maintaining records of Board meetings and archiving such minutes so as to serve as reference regarding future matters that may come to the Board's attention.

Essential Job Functions

- Maintain minutes of all Board meetings and the annual meeting
- Transact official correspondence as directed by the Board President
- Maintain a copy of the current by-laws and minutes from previous meetings for review and approval during monthly meetings

Non-essential Job Functions

- Attend SJPA social activities
- Represent SJPA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living in St. James Plantation

Other Skills/Abilities

- Good computer skills
- Good writing skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA
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Saint James Pickleball Association

Title: Treasurer (Board position)	Revision Date: 10/2022
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Position Overview

The Treasurer shall represent the collective interests of The Clubs at St. James pickleball community through ensuring that all of the financial aspects of the SJPA are tended to properly (receipts, disbursements, recordkeeping)

Essential Job Functions

- Prepare annual budget for SJPA Board approval
- Develop dues recommendation yearly
- Establish dues collection process
- Facilitate development of the benefits of being a SJPA member
- Establish checking account and accounting system
- Report monthly bank balance and comparison of actual income and expenses vs. budget
- Prepare and present annual financial summary to SJPA membership at annual meeting
- Pay bills authorized by the Board on a timely basis
- Reconcile bank statements monthly and maintain current signature card
- Collect and deposit membership, tournament, and other fees collected by the SJPA
- Maintain and report list of paid membership dues.
- Maintain a list of the number of members and participants in all pickleball events, including regular play
- Maintain email distribution list to the SJPA website

Non-essential Job Functions

- Attend SJPA social activities
- Represent SJPA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living in St. James Plantation

Other Skills/Abilities

- Computer skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA

Saint James Pickleball Association

Title: Communications (Board position)	Revision Date: 10/2022
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Position Overview

The Communications shall represent the collective interests of The Clubs at St. James pickleball community through utilizing the various communications vehicles to promote the activities and interests of the pickleball community at The Clubs at St. James.

Essential Job Functions

- Work with St. James POA webmaster to maintain the SJPA website
- Determine strategy for overall communication
- Maintain member access to the SJPA website
- Distribute communications to SJPA members as determined by the Board via:
 - SJPA website
 - What's Up St. James
 - St. James Next Door
 - Facebook
 - Email of choice
 - Websites used by the SJPA in the future
- Provide Communications report to SJPA Board meetings
- Provide membership list to Treasurer with new member information and maintain an ongoing member list
- Ensure any and all websites used by the SJPA are accurate and up to date

Non-essential Job Functions

- Attend SJPA social activities
- Represent SJPA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living in St. James Plantation

Other Skills/Abilities

- Computer skills
- Excellent Communications skills
- Organizational Skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA

Saint James Pickleball Association

Title: Webmaster	Revision Date: 10/2022
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Position Overview

The Webmaster Chair(s) shall represent the collective interests of The Clubs at St. James pickleball community through utilizing the website as a to promote the activities and interests of the pickleball community at The Clubs at St. James.

Essential Job Functions

- Work with St. James POA, SJPA, and Communication to maintain the SJPA website
- Maintain and update membership database to include names, addresses, emails, and contact numbers
- Determine strategy for overall website
- Explore new functionality for the website
- Modify the design of the website when needed
- Maintain member access to the SJPA website
- Help Communications Chair distribute communications to SJPA members as determined by the Board via:
 - SJPA website
 - What's Up St. James
 - St. James Next Door
 - Facebook
 - Email of choice
 - Websites used by the SJPA in the future
- Provide website report to SJPA Board meetings
- Ensure any and all websites used by the SJPA are accurate and up to date

Non-essential Job Functions

- Attend SJPA social activities
- Represent SJPA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living in St. James Plantation

Other Skills/Abilities

- Excellent computer skills
- Website skills
- Organizational Skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA

Saint James Pickleball Association

Title: Tournaments and Events (Board position)	Revision Date: 7/2021
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Position Overview

The Tournaments and Events shall represent the collective interests of The Clubs at St. James pickleball community through coordinating the various SJPA pickleball tournaments, round robins, ladders social play and other competitive and non-competitive events.

Essential Job Functions

- Communicate ideas and event changes with the SJPA Board and secure Board approval.
- Serve as liaison with The Clubs at St. James pickleball/tennis Staff regarding the planning and management of all SJPA-sponsored tournaments and events. The SJPA and The Clubs of St. James pickleball/tennis staff will coordinate court scheduling and planning of the draws.
- Develop, prioritize and implement list of events the SJPA will facilitate
- Plan and organize indoor pickleball events at The House of Pickleball as appropriate.
- Establish and maintain a yearly tournament and events calendar including all events (including rain dates)
- Establish and manage budget for SJPA-sponsored tournaments and events
- Purchase prizes and participant gifts as appropriate for SJPA-sponsored tournaments and events
- Work with the SJPA Social Chair to coordinate any social events held in conjunction with a SJPA-sponsored tournament and/or event
- Work closely with the Communications Chair(s) to ensure promotion of tournaments and events.
- Serve as a liaison to all SJPA members in order to:
 - Encourage participation for all tournaments and events
 - Answer questions, concerns, and suggestions regarding tournaments and events
- Provide debrief and feedback from all tournaments and events to the Board and recommended actions to increase both level of participation and increased enjoyment by participants and members

Non-essential Job Functions

- Attend SJPA social activities
- Represent SJPA in the community
- Participate on various planning and activity committees as required
- Assist Social Chair as needed

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living in St. James Plantation

Other Skills/Abilities

- Excellent Communications Skills
- Working knowledge of Word and Excel

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA

Saint James Pickleball Association

Title: Social (Board position)	Revision Date: 7/2021
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Position Overview

The Social shall represent the collective interests of The Clubs at St. James pickleball community through directing and coordinating the various social events sponsored by the SJPA.

Essential Job Functions

- Work with the Board to design and develop a variety of social events throughout the year for the benefit of the SJPA membership. Social events are intended to facilitate the interaction of members across playing levels. Communicate ideas and event changes with the SJPA Board and secure Board approval.
- Work with the SJPA President and Treasurer to formulate the budget for annual social events. Determine appropriate participant charge for events in order to operate within the approved budget.
- Develop and implement social calendar
- Plan, organize, and run social events to include reserving the event site, food, beverage, decorations, supplies, and entertainment.
- Maintain effective working relationships with the POA, The Clubs at St James, pickleball professionals, and other vendors in support of social events. Reserve venues including but not limited to St James Community Center, Waterway Park, Woodlands Park, Beach Club, and The Club at St. James facilities.
- Solicit and organize additional volunteers as needed to support social events
- Work closely with the Tournament and Events Chair(s) to coordinate the social aspect of SJPA tournaments and events
- Work closely with the Communications Chair(s) to ensure promotion of events.

Non-essential Job Functions

- Attend SJPA social activities
- Represent SJPA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living in St. James Plantation

Other Skills/Abilities

- Excellent Communications and organizational skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA
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Saint James Pickleball Association

Title: Instruction Committee	Revision Date: 7/2021
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Position Overview

The Instruction Chair(s) shall represent the collective interests of The Clubs at St. James pickleball community through providing basic pickleball instruction and rules to new members of the community.

Essential Job Functions

- Communicate ideas and event changes with the SJPA Board and secure Board approval.
- Implement/run ongoing “new to Pickleball” events
- Empower new pickleball players to form new playing groups
- Plan for ongoing instruction
- Plan, organize, and run instruction events to include reserving the pickleball courts, publicizing events and confirming attendance.
- Solicit and organize additional volunteers as needed to support instruction events
- Provide debrief and feedback from all instruction events to the Board and recommended actions to increase both level of participation and increased enjoyment by participants and new members

Non-essential Job Functions

- Attend SJPA social activities
- Represent SJPA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living in St. James Plantation

Other Skills/Abilities

- Good communication skills
- Ability to explain rules of the game

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA

Saint James Pickleball Association

Title: The Sunshine Committee	Revision Date: 10/2022
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Position Overview

The Sunshine Committee Chair(s) shall represent the collective interests of The Clubs at St. James pickleball community and to promote the activities and interests of the pickleball community at The Clubs at St. James. The Sunshine Committee whose purpose is to reach out to those members of our pickleball community who are experiencing, illness, surgery, family crisis, etc., and need a little pick me up to show we care.

We would also like to know about any positive news in the lives of our members. Our hope is to reach out to all members of our community with a card or note, to show we care. The Sunshine committee may also facilitate the organization of meal delivery, transportation to appointments, etc, for those in need.

Essential Job Functions

- Reach out to people who are experiencing: illness, surgery, family crisis, etc.
- Determine how best to meet the needs of those who require services.
- Facilitate the organization of folks who may be interested in helping by identifying resources that may be appropriate such as phone trees, meal planning schedules, and transportation to appointments if needed.

Non-essential Job Functions

- Attend SJPA social activities
- Represent SJPA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of The Clubs at St. James holding a Signature Sport or Signature Golf membership in good standing
- Paid member of the SJPA and in good standing
- Residents and living in St. James Plantation

Other Skills/Abilities

- Computer skills
- Organizational Skills
- Time to be involved with those community members in need.

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJPA