

*ABQ Pickleball Club*



## **Bylaws**

**Approved by The Managing Council  
July 28, 2015**

**Amended September 29, 2017  
Amended April 11, 2019  
Amended November 8, 2020  
Amended December 12, 2021  
Revised December 4, 2023  
Revised May 1, 2025**

## **ARTICLE I: GENERAL**

### ***Section A: Name***

The name of the organization shall be the ABQ Pickleball Club (hereafter ABQPC or the Club) which is a New Mexico Nonprofit and a Federal 501(c)(3) entity.

### ***Section B: Purpose***

The purpose of the ABQPC is to promote the sport of pickleball in the greater Albuquerque area in the most inclusive way possible. This promotion includes actions to increase participation, to improve the quality of play and to provide safe playing facilities.

### ***Section C: Conflict***

In case of conflict between any part of these Bylaws and applicable laws of local government, state and federal authorities, those parts of these Bylaws shall not apply.

## **ARTICLE II: DEFINITIONS**

- 1) Club Member is any pickleball player who has an interest in the sport and who agrees to abide by the purpose, Bylaws, ideals of ABQPC, and who has completed the club membership application.
- 2) Club Venue is any indoor or outdoor location where ABQPC pickleball play is regularly conducted and approved by the Managing Council.
- 3) Venue Coordinator is an individual who is elected by the players of a given Club Venue to represent them at Managing Council meetings, and to act as liaison between venue management and ABQPC management. The Venue Coordinator is the point of contact for the venue they manage.
- 4) Managing Council shall consist of all Venue Coordinators.
- 5) Executive Team shall consist of the President, the Vice-President, the Secretary, the Treasurer, and the Member-at-Large, as elected by the Managing Council.

## **ARTICLE III: ORGANIZATION STRUCTURE & MEMBERSHIP**

### ***Section A: Overall Structure***

The ABQPC organization is comprised of Club Members who elect the Venue Coordinators for each ABQPC supported venue. The Venue Coordinators as a group make up the Managing Council, i.e., the governing body. The Managing Council then elects an Executive Team which is responsible for the organization's day-to-day functions, under direction provided by the Managing Council.

### ***Section B: Membership***

- 1) Eligibility for membership of the ABQPC shall include all pickleball players who are age 18 or older and other individuals who support the sport of pickleball. All of whom agree to abide by the purpose,

the Code of Conduct, the Bylaws, and ideals of the Club, without regard to gender, race, color, creed, religious affiliation, sexual orientation, or ability.

- 2) To become a member, an individual shall fill out, sign, and submit the membership application as provided on the Club website. Additional requirements and definitions of membership may be established by the Managing Council.
- 3) Members are responsible for electing Venue Coordinators for the venue at which they play. All members shall have equal rights, including the right to attend meetings, to nominate, to vote, and to hold office.
- 4) Members must ensure that they adhere to ABQPC Bylaws, policies, and the Code of Conduct.
- 5) Membership may be terminated due to voluntary withdrawal, violation of published rules, Bylaws, or any conduct detrimental to the ABQPC. Procedures for membership termination may be developed as needed by the Executive Team with the approval of the Managing Council.
- 6) Non-voting, affiliate or guest memberships, as required, will be determined by the Executive Team with the approval of the Managing Council.

#### **ARTICLE IV: MEETINGS**

ABQPC shall regularly hold the following meetings: general membership meetings, Managing Council meetings, and Executive Team meetings. *Robert's Rules of Order* shall be used to govern the Club's meetings.

- 1) All members have the right to attend and be heard at all Managing Council meetings, Executive Team and general membership meetings. All meetings shall have a published agenda and a forum for public comment as time permits. If an agenda item is of a sensitive nature, the Managing Council may require a meeting be closed.
- 2) General membership meetings will be held as determined by the Managing Council, with a minimum of one meeting each calendar year, and will require a minimum of two weeks' notice. In the event of governmental restrictions that limit pickleball participation at established venues, such as closures during pandemic or environmental conditions, the annual general meeting requirement shall be waived.
- 3) The Managing Council will meet as necessary to provide direction to the Executive Team. For a Managing Council meeting to be held, there must be a quorum of at least  $\frac{3}{4}$  of the Managing Council members. A ten-day advance notice is required for all Managing Council meetings, unless an emergency exists and is declared by the Executive Team.
- 4) The Executive Team will meet as needed or directed by the Managing Council.

## **ARTICLE V: ELECTIONS & VOTING**

There is no limit to the number of times, consecutive or non-consecutive, a Club Member may hold a position within ABQPC. Voting may be done by paper ballot, electronic/digital means, e-mail, a show of hands or proxy.

### ***Section A: Managing Council***

- 1) A quorum is required for all votes. A quorum shall consist of  $\frac{3}{4}$  of the Managing Council members. All changes of the Executive Team (including the initial election) must be approved by a  $\frac{3}{4}$  vote of those present at the Managing Council meeting.
- 2) Under emergency or extraordinary circumstances, the Managing Council shall determine alternate election procedures or any other appropriate course of action.
- 3) A Managing Council member (i.e. a Venue Coordinator) who chooses not to remain in office shall be replaced through appointment by the outgoing member or the Executive Team. The appointee shall serve temporarily until a Venue Coordinator is elected in the next regular venue election.

### ***Section B: Executive Team***

- 1) The Elections Committee, selected by the Managing Council, shall solicit candidates for the Executive Team until November 30 from any ABQPC member. Executive Team members are not required to be members of the Managing Council. Any member of ABQPC can be nominated even if not a Venue Coordinator.
- 2) Five people will be elected to the Executive Team by a vote of the Managing Council in December. The newly elected Executive Team shall determine which member of the five shall serve as President, Vice President, Secretary, Treasurer, and Member-At-Large. The term of office is one calendar year beginning January 1. Any ABQPC member may petition the Managing Council for the removal of an Executive Team member in a written, signed submission to the Managing Council.
- 3) In the case of a vacancy in the President's position, the Vice President will become Acting President until the vacancy is filled by the Managing Council. Any Executive Team member who chooses not to remain in office shall be replaced by vote of the Managing Council.

### ***Section C: Venue Coordinator***

- 1) Venue Coordinators shall be elected and/or removed, if necessary, by the venue's members in a manner determined by each authorized venue, with each member given one vote per Venue only. These elections are to be held on an annual basis by the end of November, with the new term of office (one year) taking effect on December 1 of the same year. The Managing Council may remove a Venue Coordinator for cause.
- 2) The primary Venue Coordinator will be the candidate who gets the highest number of votes and will assume the status of a member of the Managing Council. Each Venue may elect more than one Venue Coordinator. However, each Venue has only one vote in the Managing Council.

- 3) Election results for Venue Coordinator shall be tabulated by each venue, and communicated to the Managing Council and the secretary of the Executive Team.
- 4) A Venue Coordinator who chooses not to remain in office shall be replaced through appointment by the outgoing member or the Executive Team. The appointee shall serve temporarily until a Venue Coordinator is elected in the next regular venue election.

## **ARTICLE VI: DUTIES & RESPONSIBILITIES**

### ***Section A: Managing Council***

- 1) Represent the concerns of all Club-approved, managed venues and of all ABQPC members.
- 2) Elect Executive Team members as directed under Article V, Elections, Section B. Note that persons, not positions, are elected to the Executive Team by the Managing Council.
- 3) Direct the activities of the Executive Team.
- 4) Form standing committees as necessary to advance ABQPC goals in conjunction with the Executive Team.
- 5) Approve and/or discontinue playing venues. Venues may be added or dropped depending on pickleball sites used by Club members. An updated list of venues, with coordinators, will be maintained at the ABQ Pickleball Club website.

### ***Section B: Executive Team***

- 1) Identify and facilitate opportunities for participants to engage in recreational and competitive pickleball.
- 2) Sponsor, host and/or participate in events and activities that promote pickleball.
- 3) Interface with the City of Albuquerque Senior Affairs, the City of Albuquerque Parks and Recreation, Bernalillo County Parks and Recreation, and other parties with which the Club interacts.
- 4) Monitor and provide direction for the financial assets of the Club and determine income needs and disbursements.
- 5) Determine the need for Committees, select committee point person or chairpersons, set requirements, and provide direction.
- 6) Provide Club news via website and email, including the maintenance of a general e-mail distribution list.
- 7) Work with Venue Coordinators to ensure needed equipment is available.
- 8) As the Executive Team changes members or priorities, their specific duties may also change depending on their interests, skills, and abilities. Position assignments will be reported to the Managing Council. Formal positions established within the Executive Team will include a minimum of

four officer titles: President, Vice-President, Secretary and Treasurer. A fifth member will be an at-large position, with specific duties being assigned as needed by the Executive Team.

**President:** President will preside over meetings of the Executive Team and Managing Council.

**Vice-President:** Presides over meetings in the President's absence.

**Secretary:** Responsible for maintaining records, including Bylaws, membership roster, and minutes of all Executive Team, Managing Council and General Membership meetings. The duty of maintaining records and minutes can be delegated. The Secretary shall furnish for inspection whatever reports, books, or records to other Club members or authorized governing agencies as may be deemed necessary by the President.

**Treasurer:** Responsible for the monthly and annual financial reports and exercising control of any cash or income. The Treasurer must submit Club financial statements on a biannual basis to the Managing Council. The Treasurer is a required signatory for disbursement of Club funds.

The Treasurer shall calculate the sum that is the allowed single expenditure that the Executive Team may make without prior Managing Council approval. The calculation shall be made on December 31, the end of the fiscal year, and subsequently reported to the Managing Council and the Executive Team.

**At-Large position:** Responsibilities will be determined by the Executive Team.

- 9) The Executive Team may recommend dues, request donations, or set other fees as necessary for any activities. Any general membership dues or fees, plus any other general membership requirements, are subject to confirmation by the Managing Council before they can take effect. Any such dues, fees, etc., must be publicized to the general membership on a timely basis prior to taking effect.

### ***Section C: Venue Coordinator***

- 1) Ensure the needed equipment is present at the facility; i.e., lines, nets, standards, balls, etc. in conjunction with the Executive Team.
- 2) Communicate venue-specific information to the local players and to the Managing Council.
- 3) Act as liaison with the Venue regarding schedules, applicable waivers, and conformance with venue procedures and policies.
- 4) Collect such dues, fees and donations as may be made, and transmit them to the Executive Team for deposit.
- 5) Ensure that elections are held yearly by the end of November, to elect a new or re-affirm the current Venue Coordinator. Report the results to the Managing Council and the Executive Team. Each new term of office begins December 1. If a change occurs, assist in the changeover period.
- 6) Each Venue Coordinator may appoint assistants as is necessary for coverage at their venues. The primary Venue Coordinator may appoint, in writing, a proxy for meetings if the primary Venue

Coordinator cannot attend.

- 7) New Venues may operate with a volunteer Venue Coordinator for the remainder of the first organizational year. This Venue Coordinator will immediately become a member of the Managing Council upon recognition of the new Venue by the Managing Council.
- 8) Ensure that all play during scheduled venue sessions is fair and inclusive for all players, which may include establishing rotation and scoring formats.
- 9) Inform all players of playing procedures and ABQPC Code of Conduct; ensure that all players abide by venue rules as well as the Code of Conduct.
- 10) Act as liaison with the Managing Council and/or the Executive Team to assist players who have complaints that can't be resolved locally.

#### **ARTICLE VII: FINANCES**

- 1) The Treasurer shall deposit all money collected from dues, fees, or donations as soon as possible after collection. The Executive Team shall determine disbursement requirements as necessary.
- 2) The General Fund includes:
  - a. Receipts from event registrations
  - b. Receipts from fund-raising activities
  - c. Receipts from program and event sponsors
  - d. Contributions and donations
- 3) The General Fund shall be allocated through the budgetary process.
- 4) The Executive Team will be allowed limited single expenditures (without prior approval by the Managing Council) up to a sum that is 10% of the Club's year-end total assets. The Treasurer shall calculate the sum on December 31, the end of the fiscal year, and report it to the Managing Council and the Executive Team.
- 5) Any expenditures above the calculated 10% of year-end assets will require prior approval by the Managing Council.
- 6) All expenditures must meet club purposes and meet all state (NM nonprofit) and Federal 501(C)(3) regulations and purposes.
- 7) On dissolution of the Club, all funds remaining in the treasury shall be distributed in accordance with New Mexico Nonprofit and Federal 501(c)(3) regulations.
- 8) The fiscal year of the Club shall be January 1 through December 31. For the initial year it will be March (date of application) through December 31.

#### **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The parliamentary rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, <https://robertsrules.com/>, shall govern the ABQPC in all applicable cases.

#### **ARTICLE IX: CLUB CODE OF CONDUCT**

The ABQPC subscribes to the following Code of Conduct in order to promote the mission of the organization, model good behavior, display respect and show self-control. Every person involved in the ABQPC (participant, official, volunteer, guest or spectator) pledges as follows:

1. I will not engage in unsportsmanlike conduct or encourage others to do so.
2. I will not engage in any behavior that would endanger the health, safety or well-being of others.
3. I will not engage in the use of obscene language or gestures.
4. I will not flaunt my position.
5. I will not use Club records or materials for personal gain.
6. I will treat others with respect.
7. I will exhibit fairness and honesty in my dealings with others.
8. I will support Club policies, procedures, plans and initiatives.
9. I will accept responsibility for my own actions.
10. I will exemplify the highest standard in ethical behavior and fair play.
11. I will engage in conduct that is free from fear, discrimination, abuse, and harassment.

This Code applies in all situations that relate directly or indirectly to pickleball play.

#### **ARTICLE X: NONPROFIT STATUS**

- 1) The business and affairs of the Club shall be conducted on a nonprofit basis and all rules regarding NM nonprofits and Federal 501(c)(3)s will be strictly followed.
- 2) No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in or intervene in any political campaign on behalf of any candidate for public office.
- 3) Notwithstanding any other provision of these Bylaws, the Club shall not engage in any activities that are not permitted by...
  - a. a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law) or...
  - b. a corporation, contributions to which are deductible under Section 170(c)(2)(n) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law).
- 4) The Club shall not lend money to its directors, officers, other members, or employees.



## **ARTICLE XI: AMENDMENTS**

Any ABQPC member may submit a proposal to change the Bylaws. Such a proposal shall be made in writing to a member of Managing Council or the Executive Team. The Managing Council, the Executive Team, or a Bylaws committee may generate proposed changes. Bylaw changes require approval by the Managing Council after a sufficient period for review and discussion, with a  $\frac{3}{4}$  vote required of those voting to approve the change. Fast-track discussion and voting may apply if an emergency exists, and is called for by the Managing Council.

### ***Section A: Amendments***

Article V, Section 1: Amended by Managing Council vote September 29, 2017

Article I: Amended by Managing Council vote April 11, 2019

Article VI, Section 7: Amended by Managing Council vote April 11, 2019

Article VI, Section B(8): Amended by Managing Council vote April 11, 2019

Article VII: Amended by Managing Council vote April 11, 2019

Article X: Amended by Managing Council vote April 11, 2019

Article XI: Amended by Managing Council vote April 11, 2019

Article V, 8(d): Amended by Managing Council vote (12 Yes, 0 No, 2 did not vote) November 8, 2020

Article VI, Section 2: Amended by Managing Council vote (12 Yes, 0 No, 2 did not vote) December 12, 2021

### ***Section B: Revisions***

Article V Section 1: Corrected by Managing Council vote November 14, 2019

Article VI Section A(7): Revised by Managing Council vote November 14, 2019

Article VI Section C(6): Revised by Managing Council vote November 14, 2019

Article IV Section (3): Revised by Managing Council vote December 4, 2023

Article VI Section A(4): Revised by Managing Council vote December 4, 2023

Article VI Section A(8): Deleted by Managing Council vote December 4, 2023

Articles I-XI: Revised by Managing Council vote May 1, 2025