

## **THE HIGHLANDS PICKLEBALL ASSOCIATION BYLAWS**

These bylaws shall guide the conduct of the affairs of the Highlands Pickleball Association (hereinafter referred to as HPA).

### **Article 1 – Purpose**

The purpose of the HPA shall be to assist pickleball players in increasing their proficiency, sportsmanship and enjoyment of the sport of pickleball. The HPA serves as a conduit between all Highlands pickleball players and the Highlands at Dove Mountain (HDM) management and the board of directors. The HPA is responsible for all issues related to the organized pickleball activities. The HPA will make recommendations to the HDM Lifestyle Director pertaining to any of the above.

### **Article 2 – Officers**

The officers of the HPA shall be a President, Vice President, Treasurer, Secretary, Member at Large and the previous President as a non-voting member. Officers shall be elected for a term of two years at the HPA annual meeting on a rotating basis such that only a portion of the board is eligible for re-election during any given year.. Officers shall be elected by a majority vote of the HPA members. The Board, in its discretion, may provide for alternative ways of voting, such as mail, email, and other electronic means, to supplement in-person voting at an annual meeting.

A vacancy in one of the officer positions shall be filled by unanimous vote of the remaining HPA officers. The term of the interim officer shall end on the date of the two-year term of the officer being replaced.

### **Article 3 – HPA Board**

The Board shall consist of the five elected officers as voting members, and the previous President as a non-voting member.

### **Article 4 – Duties of Officer Positions**

A. President: The President shall call and preside over all meetings of the HPA, appoint ad-hoc groups as needed to conduct the affairs of the HPA, and shall be the liaison with HDM management and the board of directors. The President shall oversee the following HPA functions: seasonal court schedule, training program, ball supply, facilities planning and maintenance, member suggestions and requests, member communications, social events, communication with the Lifestyle Director, and any other pickleball related activity.

B. Vice-President: The Vice-President shall assist the President in the above functions. The Vice-President, in the absence of the President, shall perform the duties of the President.

C. Treasurer: The Treasurer shall collect dues, make financial disbursements, maintain financial records, maintain the membership roster, and report monthly court counts to the Lifestyle Director.

D. Secretary: The Secretary shall record and maintain the minutes of meetings, and notify the HPA members of all upcoming meetings and events. The Secretary shall track officer tenures and schedule of reelections. The Secretary shall coordinate HPA social events.

E. Member at Large: The Member at Large shall be a representative of the general pickleball members and assist the President with duties and functions as assigned.

**Article 5 – Meetings**

The annual meeting of the HPA shall be held in January or February of each year, the date and time to be determined by the HPA Board. HPA members shall be notified at least seven days prior to the meeting and shall be provided an agenda for the meeting. Open meetings may be called by the HPA Board to address HPA issues. A closed meeting of the HPA Board may be called to discuss routine business or sensitive material without notification to the HPA members.

**Article 6 – HPA Members**

Membership in the HPA is limited to HDM members as defined in the HDM governing documents.

**Article 7 – Dues**

Annual dues for the following year shall be payable to the HPA Treasurer by December 31 of each year, or upon joining the HPA as a new member. Any change in the annual dues of the HPA for the following calendar year shall be determined at an open meeting called for this purpose, and must be approved by a majority vote of the HPA members present at the meeting.

**Article 8 – Rights and Obligations of HPA Members**

- A. Dues paying members in good standing shall have the right to vote at all HPA open meetings, to hold office, to participate in all organized pickleball activities, and make requests and recommendations to any HPA officer.
- B. HPA members shall have the duty and obligation to conduct themselves in a courteous manner in accordance with established conduct of pickleball play, including wearing proper pickleball attire.
- C. HPA pickleball play shall be in accordance with the rules of the USA Pickleball Association (USAPA)

**Article 9 – Court Schedule**

Court time shall be allocated for HPA Organized events, Open play, scheduled group play, beginner instruction, skills clinics and other needs as determined by the Board. Details of the court scheduling process, scheduling system and seasonal schedule changes can be found in the HPA Rules and Regulations.

**Article 10 – Amendments**

The bylaws may be amended at an open meeting called for that purpose. The Board, in its discretion, may provide for alternative ways of voting, such as mail, email and other electronic means, to supplement in-person voting at the meeting. Amendments must be approved by a majority of those voting.”