

DEAF PICKLEBALL USA
BYLAWS
MISSION STATEMENT

The mission of Deaf Pickleball USA, as the governing and rule-setting body for the sport of pickleball, is to promote the development, growth, and competition of pickleball in the Deaf community in the United States.

ARTICLE I

Name

The organization shall be known as Deaf Pickleball USA, hereafter referred to as DPUSA or the Association.

ARTICLE II

Members

DPUSA shall have the following classes of membership:

Section 2.1 Individual Members. Any deaf or hard-of-hearing person who is primarily a resident of the USA is entitled to membership upon payment of the annual dues.

Section 2.2 International Members. Any international deaf or hard-of-hearing person who does not primarily reside in the USA is entitled to membership upon payment of the annual dues. International members shall not vote or hold an office.

Section 2.3 Authority. The members of DPUSA have the authority to establish membership fees.

ARTICLE III

Board

Section 3.1 Board. The Board of DPUSA shall include a President, Vice-President, Secretary, Treasurer, Social Media

Specialist, Resource Development, and Director of the National Tournament.

Section 3.2 President. The President will act as the main spokesperson for the DPUSA and shall preside over business meetings, the annual general meeting, and the board. With the approval of the Board, the President will appoint the chair of each standing committee, except for the Finance Committee, and will also be an ex officio member of all committees.

Section 3.3 Vice President. The Vice President assumes the President's duties in their absence or vacancy.

Section 3.4 Secretary. The Secretary is responsible for recording the minutes of the annual general meeting and meetings of the Board.

Section 3.5 Treasurer. The Treasurer will be responsible for managing the DPUSA's funds and will also chair the Finance Committee.

Section 3.6 Social Media Specialist. The Specialist is responsible for developing and maintaining all DPUSA-related social media platforms and websites.

Section 3.7 Resource Development. The Resource Development officer is responsible for marketing, branding, sponsorship, and maintaining the record of the individual's rating system.

Section 3.8 Director of National Tournament. The Director shall liaise between DPUSA and the local host for the annual national pickleball tournament.

Section 3.9 Terms of Board. The President, Vice President, Secretary, Treasurer, Social Media Specialist, Resource Development, and Director of the National Tournament are eligible to serve for a maximum of three(3) consecutive two-year terms.

Section 3.10 Qualifications. All board members must be DPUSA members for at least one year before the election.

Section 3.11 Elections. Voting for the Board's officers shall be conducted via open ballot during the annual general meeting.

Section 3.12 Staggered Terms. In odd-numbered years, the positions of President, Secretary, Social Media Specialist, and Director of National Tournament will be elected for two years. In even-numbered years, Vice-President, Treasurer, and Resource Development positions will be elected for two years.

Section 3.13 Starting Date. The terms of the newly-elected board members shall begin on the third Monday of January following DPUSA's annual National tournament.

Section 3.14 Compensation. Board members shall not receive compensation, except for standard expense reimbursement for duties.

Section 3.15 Removal from Office. Elected and appointed Board members may be removed after due process for failure to carry out their duties or for other good and sufficient reason by a two-thirds (2/3) vote of the Board present and voting.

Section 3.16 Any board member with unexcused absences in three (3) consecutive board meetings shall be automatically removed from the board without the right to appeal. The president shall appoint a new board member to fill the vacancy upon the board's approval.

Section 3.17 Electronic Consents. Any action required or committed to be taken by the Board may be taken without a meeting if the majority of the Board consents to such action by way of accessible electronic communication. Such action by written consent shall have the same force and effect as a vote by the Board. Any action taken shall be ratified at the next Regular Board Meeting.

Section 3.18 Indemnification. DPUSA will indemnify any Board member of DPUSA for actual expenses incurred in defending a civil action, suit, or proceeding in which the individual is made a party as a result of being or having been a Board member and is found not liable. This indemnification is not the only recourse available to the Board member, who may have other rights under bylaws, agreements, Board votes, or otherwise.

ARTICLE IV

Board Meetings

Section 4.1 Regular. The Board must meet at least four (4) times annually. Notice of Regular Board Meetings must be sent to Board members at least ten (10) business days in advance.

Section 4.2 Special. The Board shall convene a meeting at the request of the President or at least four (4) Board members, with a minimum of 48 hours' notice. The notice must clearly state the purpose of the meeting, and no other business shall be conducted. Special Board Meetings are restricted to the Board only.

Section 4.3 Quorum. A majority of the Board constitutes a quorum.

Section 4.4 Observers. Members are allowed to attend regular or special board meetings, except during Executive sessions.

Section 4.5 Virtual Board Meetings. Video conferencing platforms are allowed for any Board meeting, whether regular or special. The President and the Secretary must be present along with the majority of the Board to meet a quorum. If the Secretary is absent, the President shall appoint a Board member to act as the recording secretary for the meeting.

ARTICLE VI

Committees

Section 6.1 Standing Committees. The standing committees of the organization DPUSA shall include the Audit, Governance, Nominating, and Finance Committees. The President will appoint the chair of the Governance and Audit committee.

Section 6.1.a The description and duties of each committee shall be outlined under Appendix A: Standing Committees. It shall be updated when the description is changed.

Section 6.2.b Ad Hoc and Special Committees. The Board may also establish ad hoc or special committees as necessary, with each chair appointed by the President.

Section 6.3 Committee Responsibilities. All committee chairs and members must be listed and accessible. All committees must submit regular, scheduled reports to the membership on the progress of their respective committees, following the submission of reports to the President and the Board.

ARTICLE VII

Membership Meetings

Section 7.1 Meetings. DPUSA will hold annual membership meetings at a time and place determined by the Board.

Section 7.2 Languages. American Sign Language (ASL) and written English shall be both the official and the working languages at all DPUSA meetings, tournaments, and events.

Section 7.2 Special Meetings. Special meetings may be called by the President, a majority of the Board, or shall be called upon the written request of at least twenty active members. The purpose of the meeting must be stated in the call. The Secretary shall notify members at least seven days before the special meeting.

Section 7.3 Notice of Meeting. The President must issue an official call for the annual membership meeting at least two months in advance.

Section 7.4 Voting List. A complete list of active members shall be available at the annual membership meeting, arranged in alphabetical order for inspection by any member.

Section 7.5 Quorum. A quorum at any membership meeting shall consist of twenty active members or 10% of active members, whichever is greater.

ARTICLE VIII

NATIONAL TOURNAMENT

Section 8.0 National Pickleball Tournament. DPUSA is responsible for the sanction of an annual National Pickleball Tournament.

Section 8.1 DPUSA is responsible for selecting and approving a local host to conduct the annual National Pickleball Tournament.

Section 8.2 A memorandum of understanding shall be entered between the DPUSA and the local host to define the roles and responsibilities of each party.

ARTICLE IX

Parliamentary Authority

Section 9.1 Parliamentary Authority. The most recent edition of Robert's Rules of Order shall be used as the Parliamentary Authority for the organization DPUSA.

ARTICLE X

Section Amendment of Bylaws and Articles of Incorporation

Section 10.1 The Bylaws and Articles of Incorporation can be amended by a two-thirds vote of active members attending any annual membership meeting. Any proposed amendments should be submitted in writing to the Governance Committee at least 60 days before the annual meeting. Notices of proposed changes should be mailed or emailed to all members in good standing at least 30 days before the annual meeting.

ARTICLE XI

Dissolution

Section 11.1 Dissolution of Assets. If the DPUSA should be dissolved, its remaining assets, after payments of all debts and liabilities, shall be disbursed to a choice of a national charity or any national organization in the United States, for, to, and by the deaf, which is qualified for 501(c)(3) exempt status, as determined by the membership of the DPUSA.

Appendix A: Standing Committees

1. Audit Committee

The primary role of the Audit Committee is a committee, established by the DPUSA Board to support the Board in fulfilling its oversight responsibilities for the monitoring of DPUSA's accounting, financial reporting; internal control processes and related policies and procedures, the process for identifying and managing risks; and audits of its financial statements.

- i. The Auditing Committee shall consist of one Board member and two members. The Treasurer shall not serve on the Audit Committee.
- ii. The functions of the Audit Committee are outlined in the organization's Policy and Procedures Manual.

2. Governance Committee

The primary role of the Governance Committee is a committee established to ensure that the DPUSA Board, as well as individual Board members, has the skills and competencies necessary to perform at the highest level for the following:

- i. Implementing and maintaining DPUSA's Code of Conduct, Code of Ethics, and Conflict of Interest Policies for Board Members, Committee Members, and employees,
- ii. Developing and maintaining DPUSA's Policy and Procedures Manual (PPM),
- iii. Proposing amendments to DPUSA's Bylaws during its membership annual and special meetings.
- iv. The functions of the Governance Committee are outlined in the organization's Policy and Procedures Manual.

- v. The Vice President shall chair the Governance Committee with two other Board members.

3. Finance Committee

The primary role of the Finance Committee, established by the DPUSA Board, is to support its responsibility to oversee DPUSA's financial strategy and performance. This involves financial reporting, budgeting, and investments.

- i. The Finance Committee of the Board shall consist of three (3) members, including the chair; The Treasurer shall serve as the Chair of the committee.
- ii. The functions of the Finance Committee are outlined in the organization's Policy and Procedures Manual.

4. Nominating Committee.

Only candidates nominated as provided in this Bylaw will be eligible for election.

- i. Composition. The Nominating Committee will be composed of at least two (2) members from the general membership appointed by the Board to run the nomination/election process.
- ii. The Board and candidates shall not be on this committee.
- iii. The slate of Nominees. At least one (1) name shall be presented to the membership of each vacancy on the Board. Names may be placed on the ballot from the floor at the annual DPUSA meeting before the vote. Before a name may be placed on the slate, the members must communicate verbally or in written form their willingness to serve.

Appendix B: Board's Responsibilities and Duties

President

- ✓ The President presides at all membership and board meetings.
- ✓ The President shall develop the meeting agenda of all meetings, including the executive committee.
- ✓ The President shall present at each annual meeting of the DPUSA an annual report of the DPUSA.
- ✓ The President shall oversee that all books, reports, and certificates required by law are properly kept or filed.
- ✓ The President shall be one of the officers who may sign the checks or drafts of the DPUSA.
- ✓ The President shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.
- ✓ The President represents the DPUSA wherever such official representation is needed unless the President assigns one of the board to represent the DPUSA.

Vice-President

- ✓ The Vice President shall, in the event of the absence or inability of the President to exercise the office, become acting president of the DPUSA with all the rights, privileges, and powers.
- ✓ The Vice President shall lead the Governance Committee as the Chair.
- ✓ The Vice-President shall perform such other duties as may be assigned by the Board.

Secretary

- ✓ The Secretary shall keep the minutes and records of the DPUSA in the appropriate books, including in electronic formats, with the backups given to the President.
- ✓ The Secretary shall file any document required by any statute, federal or state.
- ✓ The Secretary shall send announcements, notifications, and updates about the DPUSA activities to members of the DPUSA.
- ✓ The Secretary shall be the official custodian of the records and seal of the DPUSA.

- ✓ The Secretary shall present any communication addressed to the Secretary of the DPUSA to the membership at any meetings.
- ✓ The Secretary shall submit to the Board any communications addressed to the Secretary of the DPUSA.
- ✓ The Secretary shall attend to all correspondences of the organization and shall exercise all duties incident to the office of the Secretary.
- ✓ The Secretary shall prepare and preserve the history of the tournaments, including photographs/videos in the electronic format, and provide the backup to the President.
- ✓ The Secretary shall perform such other duties, including public relations and social media, as may be assigned by the Board.

Treasurer

- ✓ The Treasurer shall have the care and custody of all monies belonging to the DPUSA and shall be solely responsible for such monies or securities of the DPUSA.
- ✓ The Treasurer shall provide all financial documents in the electronic format, and the backup shall be given to the President up to date.
- ✓ The Treasurer shall prepare the annual filing of Form 990 on or before May 15th of the year.
- ✓ The Treasurer shall cause to be deposited in a regular business bank a sum not exceeding \$10,000, and the balance of the funds of the DPUSA shall be deposited in a savings account except that the Board may cause such funds to be invested in such investments as shall be legal for a non-profit corporation in the State of Maryland.
- ✓ The Treasurer must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
- ✓ The Treasurer shall render at stated periods as the Board of Directors shall provide the printed financial report of the DPUSA, and such report shall be physically affixed to the minutes of the Board's meeting and annual meeting.
- ✓ The Treasurer shall keep an up-to-date listing of members, keep records of the annual DPUSA tournaments, and collect dues.
- ✓ The Treasurer shall prepare the annual financial report to be distributed to the Board at least thirty (30) days before the annual DPUSA Membership meeting.
- ✓ The Treasurer shall lead the Finance Committee as the chair.

- ✓ The Treasurer shall perform such other duties as may be assigned by the Board.

Social Media Specialist

- ✓ The Specialist is responsible for developing and maintaining all DPUSA-related social media platforms and websites.

✓

Resource Development

- ✓ The Resource Development officer is responsible for marketing, branding, sponsorship, and maintaining the record of the individual's rating system.

✓

Director of National Tournament

- ✓ The Director shall liaise between DPUSA and the local host for the annual national pickleball tournament.

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Guidelines

Bidding

Operation of Tournament

Policy and Procedure

Memorandum of Understanding

Code of Conduct During the Tournament

Code of Ethics

Conflict of Interest for Board Members

Indemnification - Insurance