

# **SIXTH AMENDED AND RESTATED BYLAWS OF PICKLEBALL UNIVERSITY, INC.**

The Bylaws of Pickleball University are restated to include Amended Section 5 of Article III.

## **ARTICLE I. NAME OF ORGANIZATION**

The name of the corporation is Pickleball University, Inc.

## **ARTICLE II. CORPORATE PURPOSE**

### **Section 1. Nonprofit Purpose**

This corporation is organized exclusively to promote the sport of pickleball. The corporation is organized to qualify as an exempt Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

### **Section 2. Specific Purpose**

Pickleball University, Inc. is organized to promote the sport of pickleball.

The specific objectives and purpose of this organization shall be:

- a. to provide instruction in the sport of pickleball to its members and the general public.
- b. to provide facilities, equipment and trained pickleball instructors for participants to engage in the promotion and participation of the sport of pickleball.
- c. to provide opportunities for participants to engage in recreational and competitive pickleball.
- d. to sponsor, host and/or participate in events and activities that promote the sport of pickleball.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Eligibility for Membership**

Eligibility for general membership shall be open to any person who applies to the corporation, pays the initial and annual dues and is approved by an officer or Director. The Board of Directors have the power to reject an application for membership for any reason. Dues will be refunded to any applicant whose application is rejected.

The maximum number of members shall be established annually.

### **Section 2. Annual Dues and Initiation Fees**

The annual membership fees will be set by the Board of Directors at an annual meeting of the Board.

New members will be accessed a one-time initiation fee. The amount of the initiation fee shall be set annually by the Board of Directors.

### **Section 3. Classes of Membership**

The Board of Directors may establish multiple classes of membership and the total number of members as the Board deems necessary for the orderly regulation of play.

The Board of Directors shall also have the authority to establish and define voting and non-voting categories of membership.

#### **Section 4. Rights of Members**

Members in good standing have the right to play pickleball during established Club hours and to participate in Club activities. Members do not have the right to vote on matters related to operations or other matters related to the corporation unless otherwise authorized by the Board of Directors.

#### **Section 5. Disciplinary Procedures**

If any member has been accused in writing of being in violation of the organization's Code of Conduct, the Board or its representative(s) will review and act upon the complaint as outlined by our Code of Conduct Disciplinary Procedures that is published on our website.

Members who wish to file a complaint because of a personal issue may do so by emailing the complaint to [play@pickleu.com](mailto:play@pickleu.com) and the matter will be brought before the Board for appropriate action. The Board may issue a warning, suspend rights to play, terminate membership or take no action.

Management has the right to suspend and/or terminate any membership for non-payment dues, fees, behavior detrimental to the enjoyment of the Pickleball University members and staff or for any reason deemed sufficient at the sole discretion of Pickleball University Inc. as outlined in PBU's code of conduct.

A letter of termination will be mailed to any member whose membership is terminated.

#### **Section 6. Resignation of members**

A member may resign from the Club at any time. Annual dues and initiation fees may be refunded at the discretion of the Board.

## **ARTICLE IV. BOARD OF DIRECTORS**

#### **Section 1. General Powers**

The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

All special events to be held on courts controlled by the Corporation must be approved by the Board prior to committing to such events. "Special events" are events outside of the normal use and scheduled activities on the courts.

#### **Section 2. Number, Tenure, Requirements, and Qualifications**

The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than three (3) nor more than fifteen (15) including the following officers: President, Vice-President, Secretary, and Treasurer if such officers have been appointed by the Directors.

The members of the Board of Directors shall, upon election or appointment, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected or appointed and qualified. All members of the Board of Directors and Advisory

Council, if created pursuant to these bylaws, must be approved by a majority vote of the members of the Board of Directors present and voting. No vote on new members of the Board of Directors, or Advisory Council, shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this Article. If the Corporation issued any disciplinary notice to a member he/she may be precluded from future board service.

No two members of the Board of Directors related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity may serve on the Board of Directors at the same time.

Each member of the Board of Directors shall be a member of the Corporation whose membership dues are paid in full and shall hold office for up to a two-year term.

Newly elected or appointed members of the Board of Directors who have not served before shall serve an initial two-year term. At the conclusion of the initial two-year term, a director may serve an additional two-year term with the approval of the present board of directors. After the conclusion of two consecutive terms the board member must step down for a period of not less than one year before reapplying for another board position.

Members of the Board shall be elected by a vote of the Board or by the membership in a procedure established by the Board of Directors.

If a board member vacates his/her position during the term, then any person taking their place will serve out the term and be eligible for two more terms.

### **Section 3. Regular and Annual Meetings**

An annual meeting of the Board of Directors shall be held at a time and day and at a location designated by the Board of Directors. The Board of Directors may provide by resolution the time and place for holding of regular meetings of the Board. Notice of these meetings shall be sent to all members of the Board of Directors no less than ten (10) days, prior to the meeting date.

All meetings, either regular or special, of the Board of Directors may be held in person, through Zoom, phone or by email.

### **Section 4. Special Meetings**

Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location as the place for holding any special meeting of the Board called by them.

### **Section 5. Notice**

Notice of any special meeting of the Board of Directors shall be given to the Directors at least Five (5) days in advance of the meeting by telephone or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

### **Section 6. Quorum**

The presence, either in person or via phone/Zoom, of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

### **Section 7. Forfeiture**

Any member of the Board of Directors who fails to fulfill any of his or her requirements as set forth in Section 2 of this Article shall automatically forfeit his or her seat on the Board after a 30-day notification period. The Secretary shall notify the Director in writing that this seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at any meeting and are not entitled to the procedure outlined in Section 14 of this Article in these by-laws.

### **Section 8. Vacancies**

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular or special meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

### **Section 9. Compensation**

Members of the Board of Directors shall not receive any compensation for their services as Directors.

### **Section 10. Informal Action by Directors**

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by a majority of all of the Directors following notice of the intended action to all members of the Board of Directors.

### **Section 11. Confidentiality**

Board of Directors may not discuss matters deemed confidential outside the board room.

### **Section 12. Advisory Council**

An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the general membership, support the work of the Corporation by providing expertise and professional knowledge and serve on committees as appropriate. Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.

### **Section 13. Parliamentary Procedure**

Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

### **Section 14. Removal.**

Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of a majority of the members of the Board of Directors if in their judgment the best interest of the Corporation would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.

## **ARTICLE V. OFFICERS**

The officers of this Board shall be the President, Vice-President, Secretary and Treasurer. All officers must have the status of active members of the Board.

### **Section 1. President**

The President shall preside at all meetings of the membership. The President shall have the following duties:

- a. He/She shall preside at all meetings of the Executive Committee.
- b. He/She shall see that all orders and resolutions of the Advisory Board are brought to the Board of Directors.
- c. He/She shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
- d. He/She shall submit a report of the operations of the program for the fiscal year to the Advisory Board and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
- e. He/She shall be Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

### **Section 2. Vice-President**

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. The Vice-President's duties are:

- a. He/She shall have the duty of chairing their perspective committee and such other duties as may, from time to time, be determined by the Board of Directors.

### **Section 3. Secretary**

The Secretary shall attend all meetings of the Advisory Board and of the Board of Directors.

The Secretary's duties shall consist of:

- a. He/She shall record all votes and minutes of all proceedings in a book to be kept for that purpose. He/She in concert with the President shall make the arrangements for all meetings of the Board of Directors, including the annual meeting of the organization.
- b. Assisted by a staff member, he/she shall send notices of all meetings to the members of the Advisory Board and shall take reservations for the meetings.
- c. He/She shall perform all official correspondence from the Advisory Board as may be prescribed by the Advisory Board or the President.

### **Section 4. Treasurer**

The Treasures duties shall be:

- a. He/She shall submit to the Finance and Fund Development Committee (if established by the Board of Directors) or the Board of Directors approval of all expenditures of funds raised by the Board or proposed capital expenditures (equipment and furniture).
- b. He/She shall present a complete and accurate report of the finances raised at each meeting of the members of the Board of Directors, or at any other time upon request of the Board of Directors.
- c. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- d. He/She shall perform such other duties as may be prescribed by the Board of Directors or the President under whose supervision he/she shall be.

## **Section 5. Appointment of Officers**

### **Section 6. Removal of Officer**

A majority of the members of the Board of Directors may remove any unpaid officer from their position at a regular or special meeting of the Board. If removal is for cause, no notice prior to removal is required. If the removal is not for cause, a notice of removal will be provided to the officer 10 days prior to removal.

### **Section 7. Vacancies**

The Board of Directors shall be responsible for appointing persons to fill vacancies of officers or eliminating any office so vacated.

## **ARTICLE VI. COMMITTEES-**

### **Section 1. Committee Formation**

The board may create committees as needed, such as fundraising, public relations, data collection, etc. The board President appoints all committee chairs.

### **Section 2. Executive Committee**

Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the board of directors and is subject to the direction and control of the full board.

### **Section 3. Finance Committee**

The treasurer is the chair of the Finance Committee. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

## **ARTICLE VII. CORPORATE STAFF**

### **Section 1: Executive Director**

The Board of Directors may hire an Executive Director who shall serve at the will of the Board. The Executive Director shall have immediate and overall supervision of the operations of the Corporation, and shall direct the day-to-day business of the Corporation, maintain the

properties of the Corporation, hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No officer, Executive Committee member or member of the Board of Directors may individually instruct the Executive Director or any other employee. The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board. The Executive Director shall be an ad-hoc member of all committees. The Executive Director may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors or Advisory Council. The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of a majority of the members present at any meeting of the Board Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Executive Director, who shall remain an employee terminable at will, as provided in this Section.

## **ARTICLE VIII. – Conflict of Interest and Compensation**

### **Section 1: Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Section 2: Definitions**

#### **a. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **b. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists or is detrimental to the organization.

### **Section 3. Procedures**

- a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest
  1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- d. Violations of the Conflicts of Interest Policy
  1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the

member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Section 4. Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Section 5. Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. However, a voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation for services may provide information to any committee regarding compensation.

#### **Section 6. Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Section 7. Periodic Reviews**

To ensure the Organization operates in a manner consistent with nonprofit purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted by the Board of Directors. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### **Section 8. Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **ARTICLE IX. IDEMNIFICATION**

### **Section 1. General**

To the full extent authorized under the laws of Florida, the corporation shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnitee"), against expenses (defined below) actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

### **Section 2. Expenses**

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors. The indemnity shall first provide a written, executed promise to repay any expenses advanced under this article if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

### **Section 3. Insurance**

The corporation shall purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

## **ARTICLE X. BOOKS AND RECORDS**

The corporation shall keep complete books and records of account and minutes of the proceedings of the Board of Directors.

## **ARTICLE XI. AMENDMENTS**

### **Section 1. Articles of Incorporation**

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment to Article III or Article VI of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

### **Section 2. Bylaws**

The Board of Directors may amend these Bylaws by a super majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

The Initial Bylaws were adopted and unanimously accepted by the Board of Directors on February 22, 2018.

Article III of the original bylaws was unanimously approved by the Board of Directors on November 18, 2019.

Section 1 of Article IV of the bylaws was unanimously approved by the Board of Directors on February 20, 2021.

Article IV Section 2 of the bylaws was approved by the Board of Directors on March 20, 2023

Section 5 of Article III of the bylaws was approved by the Board of Directors on September 20<sup>th</sup>, 2023

Edits to Article II Section 1, Article III Section 1, Section 5, Article IV Section 2, Section 3, Section 5, Section 6, Section 7, Section 12, Article VI Section 3, and Article XI Section 2 were unanimously approved by the Board of Directors on November 18, 2025.