

**PETAWAWA BADMINTON and PICKLEBALL CLUB
BY LAWS**

- These by-laws provide operational guidelines for the club and include the following areas:

- Purpose

The purpose of these by-laws is to provide operational guidelines for the Petawawa Badminton and Pickleball Club under the auspices of the Petawawa Club and Activity Constitution as set out by the Recreation Assembly.

- Name

The name of the club shall be the “Petawawa Badminton and Pickleball Club” and is herein referred to as the club.

- Authority

The club is established under the authority of the Commander 4CDSG, Grn Petawawa in accordance with Personnel Support Program (PSP) Policy Manual.

- Committee

- The club will be administered by an elected executive committee composed of the President, Vice President Badminton, Vice President Pickleball, Secretary, and Treasurer.

- Terms of Reference for Positions:

- The President shall:

- Oversee all matters of policy related to the operation of the club;
- Ensure members of the executive carry out their duties as outlined by the bylaws;
- Arrange for the Vice-Presidents to act in his/her place during his/her absence;
- Preside over committee, general or special meetings;
- Supervise and monitor the financial aspects of the club; and
- Submit a club budget each year.

- The Vice Presidents shall:
 - Oversee the general running of the club's day to day business;
 - Ensure an up to date list of all membership is held by the club; and
 - Carry out any duties of the president in his/her absence.

- The Secretary shall:
 - Record the proceeding of all meetings and forward them to the Manager of Community and Recreation Services (MCR) in a timely manner;
 - Be responsible for all club correspondence and the signing of such in the absence or inaccessibility of the President/Vice-Presidents;
 - Maintain all club files;
 - Help maintain an up to date stock inventory;
 - Control club membership list; and
 - Other duties assigned by the President or Vice-Presidents.

- The Treasurer shall:
 - Inform the President of the financial status of the club each month;
 - Handle and safekeep all monies for deposit to the club account;
 - Making sure all money received is receipted within a Non-Public Fund Receipt book (Form CF-602) regardless of the form in which it is received, ie cash, cheque, money order, and that the receipts are distributed as follows:
 - The white copy is issued to the purchaser;
 - The yellow copy accompanies the deposit summary; and
 - The pink copy remains in the receipt book;
 - Processing deposits and making sure the yellow copies of the CF 602 and money are equal, and delivering both to NPF, P-106;
 - Record all financial transactions of the club;
 - Advise club members and the executive of all matters pertaining to club finances;
 - Order payment for all club supplies or equipment by submitting all invoices to the Manager Community Recreation for approval. All requests must be approved by the Manager Community Recreation;
 - Maintain an up-to-date club inventory system;
 - Maintain up-to-date financial records of club operation;
 - Assist in the preparation of the yearly budget; and
 - Other duties assigned by the President/Vice Presidents.

- Conditions of Office
 - The period of ordinary service for all members of the club committee shall be two years from the date of election, but may be extended.

- A member of the club committee shall not have any personal interest in purchases, sales or profits from the club.

- Resignation Procedures

The intent to resign will be submitted in writing two weeks prior to the date of resignation. The executive will appoint a member to fill that position until an election can be held.

- Financial Management

- Operating Budgets

- The club will submit the operating budget to the Manager Community Recreation by the date identified by the Recreation Council each year.
- The budget must indicate the club's financial plan including forecasted revenues and expenditures on a yearly basis to correspond with what the club intends to do in the next fiscal year.
- Approval of the club budget constitutes approval of the expenditures therein, subject only to the availability of funds within the account of the club.

- Capital Expenditure Requests

Requests for assistance via CER's (Capital Expenditure Requests) must be fully justified and approved prior to any disbursement of funds. Approval of submission from the general membership must be documented in approved minutes.

- Inventories - Distribution Accounts (DA)

- The control of inventory will be in accordance with the policies and procedures governing the operation of NPF Accounting as outlined in A-FN- 105 and all other applicable regulations and orders that may be promulgated under the authority of the Commander, Grm Petawawa.
- The following will be inventory control procedures:
 - all purchases of non-expendable items will be taken to inventory both at club and NPF levels;
 - items will be marked for identification;
 - loan card system will be implemented for items that are on loan to members; and
 - an annual check of inventory by an audit team.

- All assets of this club are deemed to be property of the Petawawa Badminton and Pickleball Club. This includes assets such as shuttles, nets and storage containers and badminton club membership fees.
- Broken, damaged or lost equipment, if still deemed necessary, shall be replaced by the club committee with items of equal quality and serviceability providing that there is no evidence of wilful damage or neglect on the part of the user. If there is such evidence, the member using the tool/equipment will provide a replacement within 7 days at his/her expense.
- Inclusion of Items
 - Once a fixed asset is purchased, the treasurer is responsible to ensure that the item is added to the DA listing held at NPF.
 - This action is to be reflected in club minutes and is formalized through the submission of an Acquisition Form.
- Write Offs
 - Are to be included in club general minutes with appropriate justification.
 - Once minutes are approved all included write offs are approved.
 - The treasurer is responsible to ensure that the necessary amendments are reflected within the DA listing held at NPF.

■ Signing Authority

The President and Treasurer shall be granted signing authority for the submission of club financial paperwork to the Community Recreation Liaison.

■ Revenue and Expenditures

- The financial management of the club will be in accordance with the policies and procedures governing the operation of non-public fund institutes, as outlined in A-FN-105; and all other applicable regulations and orders that may be promulgated under the authority of the Comd 4CDSG, Grn Petawawa.
- Purchases
 - Purchases must be pre approved by the general membership and can be documented in the club budget, or the minutes of a general meeting.
 - No expenditures shall be authorized prior to the approval of the minutes of an executive or general meeting as applicable.

- Receipt Books (CF 602)

- These are financial control items; the individual signing for the book is responsible and *accountable* for it and the revenue that it represents.
- Receipt books are to be signed out and then returned to the Recreation Complex when completed for ratification.
- All club revenue must be receipted in a CF 602.

- Fees – Membership

- The annual single subscription shall be
 - a) for PSP members: \$50.00, plus HST, and for a family subscription it shall be \$75.00, plus HST
 - b) for a One Club Membership to the Petawawa Badminton and Pickleball Club: \$50.00 plus PSP fee, plus HST, and for a family subscription it shall be \$75.00, plus PSP fee, plus HST payable by all members (excepting current active members of the military - who may join without charge) upon joining the club.

Memberships to the Petawawa Badminton and Pickleball Club must be made at the Recreation Complex at 30 Festubert Blvd, Petawawa during regular working hours.

There are two types of memberships:

1. Existing PSP full members may purchase a badminton or pickleball membership in addition to their PSP fees. These members have full use of facilities designated by PSP and may play with the badminton or pickleball club; or
2. Non-PSP members may purchase a One Club Card for badminton or pickleball. This allows these members to use the designated facilities only during club hours of play.

Each member must choose one sport or the other (e.g. either badminton or pickleball). If they wish to do both sports and belong to both divisions of the club there will be an additional Fee. Fees consist of a badminton/pickleball fee and a PSP portion, plus HST. These fees will be determined at the beginning of each club year (September to August 31 of the next calendar year).

- The fee once paid shall not be returned to the members regardless of the circumstances.
- Only members in good standing shall be permitted the use of the club. Identification of members in good standing will be made by presenting a current membership card.

- Non Public Fund Consolidated Insurance Program

The Club is protected by insurance as contained in Chapter 20 of A-FN-105-001/AG-001, NPF Consolidated Insurance Program which provides coverage for Recreation Assembly Clubs. The above program outlines the insurance coverage provided

under this program and the procedures required for making a claim against the program policies.

o Meeting Criteria

■ Order of Business

The order of business for all meetings shall be as follows:

- meeting called to order;
- reading of previous minutes;
- Treasurer's report;
- reports from sub-committees;
- general information/club correspondence;
- new business;
- announcements; and
- adjournment.

■ Quorum

A quorum is defined in the Grn Petawawa Recreation Club/Activity Constitution and applies at any general meeting that has been announced in the local newspapers, and posted on the notice board at the club. Notice to be made as far in advance as possible, with two weeks being ideal.

o Operation Cycle

The club year operates from September 1 to August 31 of the next calendar year .

o Complaints/suggestions

- Members having specific and logical complaints will submit them in writing to the Secretary for consideration at the next committee meeting.
- Members wishing to make suggestions concerning club operations shall submit them in writing to the President for consideration at the next committee meeting.

o Club Facility

The Club will meet at Dundonald Hall or other suitable venues as determined by the Garrison, PSP and the club executive. Policies and standards of conduct will be in line with acceptable behaviour as per DDH practices.

- These By Laws are approved.



Ben Brown
President
Petawawa Badminton and Pickleball Club
Date: 30/10/2024

Executive Member
Petawawa Badminton and
Pickleball Club

Date: John Glover 28/10/24

Recommended/Not Recommended



Brendan Cunliffe
Manager Community
Recreation

Date: 4 Nov 2024

Recommended/Not Recommended

Nathan Lane
Senior Manager PSP
Date:

Approved/Not Approved

N.B. Forsyth
LCol
DComd 4CDSG
Date: