



INTERNATIONAL FEDERATION OF PICKLEBALL

IFP BYLAWS

Mission Statement

The mission of the International Federation of Pickleball (IFP), as the World Governing Body for the Sport of Pickleball, is to promote the development and growth of the Sport of Pickleball throughout the world.

Purpose

To develop and sustain a dynamic, integrated system that promotes participation, competition and excellence for the Sport of Pickleball throughout the world.

Core Values

The IFP embraces and supports players of all ages, abilities, race and interests. We strive to foster social connections and a sense of friendship and community throughout the world.

The IFP is innovative and progressive, and we will engage with all countries and empower leaders to develop the Sport of Pickleball throughout the World.

All players, coaches, officials and other volunteers have right to be free from harassment, abuse, unethical behavior and discrimination.

Vision

The International Federation of Pickleball (IFP) embraces the Olympic Charter which serves as guide for the IFP and defines the obligations of the three main constituents of the Olympic Movement:

- the International Federations

- the National Olympic Committees
- the Organizing Committees for the Olympic Games.

Article I

Name

The name of this corporation is International Federation of Pickleball, abbreviated "IFP."

Article II

Offices

The IFP is incorporated in the state of Arizona under Articles of Incorporation as a nonprofit corporation dated April 12, 2016. The principal office of the IFP will be located in the state of Arizona or such other location as the Board of Directors (Board) may select. The IFP may have additional offices at such other locations as the Board may from time to time determine.

Article III

Principles of Operation

1. The Board of Directors may adopt its own meeting rules and procedures but in the absence of specific rules, the Roberts Rules of order will control procedures.
2. All matters will be determined by consensus and/or by a vote.
3. The President is responsible for ensuring documentation prepared for Board of Director meetings are procedurally correct.
4. The Board of Directors may conduct business by email, telephone, or Internet conference call.
5. Email votes will be managed and counted by the President or a person specifically appointed by the Board of Directors to exercise that function.
6. All committees, committee members and managing directors of programs and member federations will operate on these same democratic principles.

Article IV

Board of Directors Responsibilities

1. Board of Directors Responsibilities
 - a. The Board of Directors have the responsibility to carry on the work of the Federation.
 - b. The Board of Directors provides policy, procedure and administrative guidance for all operations of the Federation. Schedule and conduct Board of Directors meeting as required by the President.

- c. Board Members may request a board meeting and are determined by the agreement of the majority of voting members of the Board of Directors.
2. President Responsibilities
 - a. The President, with the approval of the board, will have power to meet and to deal with any matters of an urgent nature which may arise between meetings of The Board of Directors and is bound by any instructions specifically delegated to he/she by the Board of Directors.
3. Meetings by Telephone or Internet Conference
 - a. Meetings may be conducted by telephone conference or Internet conference.
 - b. Attendees by conference have the same voting rights as the attendees in physical attendance.
4. Board of Directors Meeting Notice
 - a. Notice of the date, time and venue of the Board of Directors Meetings will be given a minimum 2 weeks in advance of the meeting to all Board members. In exceptional circumstances, the timing of the notice may be varied by agreement of the majority of Board members.
5. Board of Directors Meeting Agenda
 - a. The agenda of a Board of Directors meeting will be circulated not less than one week before the meeting at which it will be considered. The relevant body may waive this one-week requirement by agreement of the majority of Board.
 - b. The President or a person so delegated will be responsible for putting together the agenda and the request of discussion items from Board Members.

Article V

Member Responsibilities

1. Members (All Members) are defined for the purpose of this article as any member country, affiliate, person, individual, board member, committee member, managing directors of programs and others who may from time to time be involved with matters of the IFP.
2. Duty to Act Honestly
 - a. Members must deal honestly with all IFP matters.
 - b. Members must not act fraudulently.
3. Duty of Loyalty
 - a. When attending and conducting any meeting relating to the business of the IFP, all members thereof will not, under any circumstances, regard themselves or be regarded, as representing or acting on behalf of their own or any other affiliated Association, Board, Committee, Member Country or affiliation. They will speak and vote on all matters only in the general interest of the Federation and the sport.
 - b. The onus is on the all members to see that their personal interests or the benefits of decisions that might affect the IFP should not be placed in conflict with the interests of those of the IFP.
4. Duty of Diligence/Duty to Act in Good Faith

- a. All Members should become familiar with the Constitution, the Bylaws, Policies, Procedures and Goals of the IFP.
- 5. Duty to Avoid Conflict of Interest
 - a. All Members must declare and avoid any conflicts of interest or anything that gives a Member the appearance of receiving a personal benefit.
 - b. Where a conflict of interest arises, it must be declared and the conflicted Member may not participate in any discussion or vote without consent of the Board.
- 6. Duty to Exercise Power by Board of Directors
 - a. Responsible for managing the IFP and providing guidance and direction to all members when necessary or requested.
 - b. Delegate certain responsibilities and/or authority, but they accept the responsibility and are accountable for the outcome.
 - c. Pursue the purposes and objectives identified in the Constitution.
 - d. That the books, records, financial records and minutes of the IFP are properly maintained.
- 7. Duty of Commitment of the Board of Directors
 - a. Make themselves acquainted, as opportunity permits, with the opinions of all members on all matters of interest to international pickleball.
 - b. To attend all meetings of the Board and Committees to which they are appointed.
 - c. Board of Directors that continuously fails to attend ordinary meetings of the Board of Directors may require the Board to consider whether resignation is appropriate.
 - d. To maintain some association or relationship with their Continental Federation, Member Counties, or Member Association governing body and to keep the Board informed of that commitment and, if the linkage is severed, to inform the Board.

Article VI

Memberships and Dues, Suspension, Expulsion

- 1. Memberships - The Board of Directors, at its sole discretion, has authority and responsibility to develop, select, eliminate and review all types of members/memberships of the IFP.
- 2. IFP Individual Memberships and Dues – The Board may establish Individual Memberships programs and the amount of the individual membership dues.
 - a. Membership is open to any person desiring to support the Goals and Mission of the IFP.
 - b. No person shall be denied membership because of gender, race, color, religion, national origin, marital status, sexual orientation, disability, creed and is applicable only to belong to the IFP membership.
 - c. Application for membership will be submit using on-line application as designated on the IFP website.
 - d. Membership dues are set by the Board.

- e. For individual members to be in good standings they must maintain current dues and be in compliance with bylaw, constitution and policies of the IFP.
 - f. By accepting IFP individual membership, a member agrees to follow the IFP Articles of Incorporation, Bylaws, Constitution, Policies and Regulations and to exhaust all administrative remedies provided therein in any controversy or grievance involving participation in IFP activities.
 - g. The Board will have the power to suspend or expel any individual member/membership for cause. Any member who fails to pay dues when they are due will automatically be suspended from membership.
3. IFP Member Countries – The member countries of the IFP will include all countries that have been approved by the Board of Directors. The Constitution for the IFP defines the member countries criteria. Need to define full members and affiliate member
- a. Full Member Countries are countries that have meet all of the criteria requirements as defined in the Constitution and is recognized as that countries definitive national pickleball body of that country. Have provide documentation or have been register as the governing body for the sport of pickleball within their country. Has established a strong membership base that supports objectives and goals of the IFP and the Sport of Pickleball. Have paid dues or supported the IFP through financial contributions. Have filed all required documentation required by the IFP to meet the criteria of a full member country. Full Member countries are authorized and will have the opportunity to be elected to the IFP Board of Directors.
 - b. Associate Member Countries are countries that have meet many of the criteria requirements but not all of them. Associate Member countries are encouraged and supported by the IFP to continue to meet the requirements to become a full member country.
4. IFP Continental Federations - The Constitution for the IFP defines the criteria for the Continental Federations. This needs to be stated, we basically are saying four types of memberships – Full countries, Affiliate, Continental and Individual.
- a. Affiliate Member Countries are under the umbrella of Continental Federation and are countries that have not or cannot meet many of the requirements for Full Member or Associate Member Counties. The IFP has adopted policy of leaving no country behind and will work within a best efforts policy to approve their country as an IFP member country under the umbrella of one of the five the Continental Federations. These Continental Federation are designed to help new countries grow and develop the sport of pickleball within their country. The goal of all Continental Federations is to give the support that is needed to become an Associate Member Country with the eventual goal to become a Full Member Country.
5. Application for Membership – Applications for individual and country membership will be submitted in the proper form (electronically or paper) to the IFP and at the location(s) designated on the IFP website.

6. Exhaustion of Administrative Remedies – By accepting IFP individual membership, an individual member agrees to follow IFP policy, procedures and regulations and to exhaust all administrative remedies provided therein in any controversy or grievance involving participation in IFP activities. Member Countries are governed by the IFP Constitution.
7. Suspension or Expulsion of Members – The Board will have the power to suspend or expel any individual member for cause. Any member who fails to pay dues when they are due will automatically be suspended from membership

Article VII

Meetings of the Membership

1. Notice of Individual General Member Meetings – A notice of the time, place, and purpose of any meeting of the Individual General Membership meeting of the IFP will be sent electronically not less than 30 days before any Individual General Membership meeting. All notices will be directed to the e-mail addresses appearing in the records of the IFP. Individual General Membership meetings are called at the sole discretion of the Board.
2. Notice of Member Country Meetings – Notices and criteria of meeting for Member Countries and Continental Federations are outlined in the IFP Constitution.

Article VIII

Board of Directors and Officers

1. Board of Directors
 - a. Responsibilities - The IFP shall be managed by the Board of Directors, which shall establish, regulate and direct the policies, procedures and objectives of the IFP. The Board shall direct, review, and approve budgets. Board members and officers will be elected by a majority vote of the Board at a meeting held in November or December of each year.
 - b. Composition - The members of the Board shall be the four officers (see Sec. 2 immediately below), the Immediate Past President, and a maximum of six additional members that will be designated as at-large members of the board. The number of Board members shall be not less than five or more than eleven. A President who does not complete the term of office shall not, however, be a member of the Board as Immediate Past President unless confirmed by a majority of the other members of the Board.
 - c. The Immediate Past President shall serve only two years beyond the elected term as President.
 - d. The Board should include members with diverse skills, ages and backgrounds who are also geographically dispersed.

2. Officers and Terms
 - a. The officers of the IFP shall be a President, Vice President, Secretary and Treasurer, all of whom shall serve without compensation.
 - b. All officers and board members shall take office on January 1st and will serve two-year terms.
 - c. Elections will be staggered so that elections occur annually.
 - d. The Nominating Committee and the Board may determine which officers and board members will run for election in even or odd numbered years.
 - e. Each officer and board member of the IFP may be re-elected for an additional term or terms, exception is the past president can only serve a two-year term in that position.
3. President
 - a. The President shall be the chief executive officer.
 - b. The President shall develop and send out to board members the agenda and preside at all Board meetings.
 - c. The President shall appoint, with approval of the Board, program directors, committee chairpersons and committee members whose appointments are not otherwise provided for in these Bylaws. The appointees shall serve at the President's pleasure.
4. Vice President
 - a. The Vice President shall assist the President in the performance of the President's duties and shall exercise all the powers of the President in the case of the President's resignation, incapacity, removal, or death.
 - b. The Vice President shall preside over all meetings of the IFP or the Board at which the President is not present.
5. Treasurer
 - a. The Treasurer shall monitor the financial management and controls of the IFP and its budgeting process, including: the development of the annual budget, the annual filing of required forms.
 - b. The Treasurer shall perform such other duties as may be assigned by the President or the Board.
6. Secretary
 - a. The Secretary shall keep the minutes of meetings of the Board.
 - b. The Secretary shall perform such other duties as may be assigned by the President or the Board.
7. Past President and At-Large Members of the Board
 - a. Shall perform duties as may be assigned by the President or the Board.
8. Vacancies
 - a. If a vacancy shall occur on the Board, the remaining members of the Board may, by a majority vote, elect a successor for the unexpired term, except that a vacancy in the office of the Immediate Past President shall not be filled, and except that a vacancy in the office of the President shall be filled by the Vice President in accordance with Sec. 4 above.
9. Quorum

- a. A quorum of the Board is a majority of the Directors in office and is required to conduct business. If less than a quorum is present, a majority of the Directors present may adjourn the meeting without further notice.
10. Action Without a Meeting
- a. Any action required or permitted to be taken at a meeting of the Board (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing, including electronic mailing (e-mail), to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee.
11. Removal of Officer or Director
- a. At any meeting of the Board, any officer or member of the Board may, by a vote of not less than three fourths of the whole Board, be removed from office, with or without cause, and a successor may be elected pursuant to the provisions of these Bylaws.

ARTICLE IX

Managing Directors of Programs and Committees

1. Managing Directors of Programs and Committees
- a. The IFP may have Managing Directors of Programs, Nominating Committee and any other Committee(s) including, without limitation, advisory and/or ad hoc committee(s), recommended by the President and approved by the majority of the Board. Managing Directors of Programs and Committee members will serve without compensation.
 - b. Managing Directors of Programs and Committees members serve at the pleasure of the President and report to the Board.
 - c. Committee members should be geographically diverse to the extent reasonably possible. Board members may be a member of any committee established by the Board. Board members may chair any committee with the recommendation and approval of the Board.
 - d. All committees expire on January 1st of each year.
 - e. Committee chairs will submit their recommendation to the President for the upcoming year
 - f. The Chair will then recommend final committee members to the Board for approval for the forth coming year.
 - g. Managing Directors of Programs shall sever two-year terms and must be recommended by the President and approved by the board for subsequent two-year terms.
2. Nominating Committee
- a. Only candidates nominated as provided in this Bylaw will be eligible for election.
 - b. Composition

- i. The Nominating Committee will be composed of at least two Board members chosen by the Board.
 - ii. Nominating Committee members will serve until they resign or are replaced by the Board.
 - iii. The chairperson of the Nominating Committee and each member of the Nominating Committee will vote on all matters that come before the Nominating Committee.
 - c. Nominations
 - i. The Nominating Committee will nominate the officers and the members of the Board.
- 3. Grievance Committee
 - a. Composition
 - i. The Grievance Committee will be composed of at least three IFP members as chosen by the Board. The other members may change or alternate depending on the nature of the grievance.
 - ii. The chairperson will preside at all Grievance Committee meetings and hearings and will have the additional powers set forth below. In the absence of the chairperson or at the request of the chairperson, the vice chairperson will have the same powers as the chairperson.
 - b. Jurisdiction and responsibilities
 - i. The Grievance Committee will be responsible for deciding matters related to the Bylaws and the standards of conduct, fair play, and good sportsmanship and IFP Ambassadors. Its responsibilities include, but are not limited to, deciding:
 - ii. Grievances concerning players participating in competitions.
 - iii. Members or Ambassadors conduct that maybe detrimental to the IFP.
 - iv. Appeals from disciplinary decisions imposed under the IFP rules and regulations; and
 - v. Grievances arising out of international committee business.
 - c. Other matters as designated in IFP Regulations, Code of Ethics and Judicial Procedures and for conducting such other business requested by the Board or necessary to accomplish its responsibilities. Beyond the jurisdiction of the Grievance Committee are grievances filed by non-members, grievances filed by vendors or their representatives, grievances filed against Board officers and directors, grievances out of the disciplinary jurisdiction of the IFP and grievances challenging decisions, including those relating to Rules, made by the Board.
 - d. Filing a grievance
 - i. Any written grievance will be sent by e-mail to the Grievance Committee chairperson, as designated on the IFP's website, within 30 days following the date on which the alleged violation occurred. Grievances not submitted or emailed within 30 days are barred.
 - e. Investigation and initial decision
 - i. The Grievance Committee may decide the grievance based on such investigation as the Grievance Committee deems appropriate. The Grievance Committee has

the discretion to take the disciplinary action it deems appropriate. This includes, but is not limited to:

- ii. Issuing verbal or written reprimands;
 - iii. Imposing conditions upon the acceptance of entry into any tournament;
 - iv. Suspending a player from participation in any tournament or competition, and
 - v. Terminating a member/membership.
 - vi. The chairperson will notify in writing the person who is the subject of the grievance and the person who filed the grievance of the initial decision. The initial decision will become effective upon the date of mailing unless otherwise stated or unless a stay is granted.
- f. Appeals involving suspension under the IFP Rules and Regulations
- g. The Grievance Committee may make an initial decision on an appeal involving a suspension under the IFP Rules and Regulations. The initial decision will become effective upon the date of emailing unless otherwise stated or unless a stay is granted.
- h. Stay - Upon written request and good cause shown, the chairperson may stay the imposition of any discipline or suspension pending outcome of a request for a hearing before the Grievance Committee or an appeal to the Board.
- i. Request for hearing before Grievance Committee
- i. Within 30 days after the chairperson mails the initial decision to the person penalized and the person who filed the grievance, either person may email to the Grievance Committee chairperson a written request for a hearing by the Grievance Committee. Absent good cause shown, requests for a hearing not emailed within 30 days are barred. Upon receipt of a timely request for hearing, the chairperson will set an appropriate time and place for a hearing considering the nature of the case and the discipline imposed. The chairperson will give not fewer than eight days written notice of the hearing date.
- j. Grievance Committee hearing
- i. The chairperson will decide whether the hearing is in person or by telephone. Committee members may participate in any hearing by telephone. Evidence may be presented by letter or email attachment, by affidavit, by telephone, or in person. Strict rules of evidence will not apply. The Grievance Committee will give such weight as it deems appropriate to the evidence. The person disciplined may appear in person, by telephone, or by representative and may present testimony and cross-examine other witnesses who appear at the hearing in person or by telephone. The Grievance Committee may affirm, modify, or reject the initial decision and may impose any additional penalties that it deems appropriate. The Grievance Committee will prepare a written decision that includes findings of fact and mail the decision to the person penalized and the person who filed the grievance. The decision of the Grievance Committee is final and non-appealable.
- k. Reinstatement
- i. Any person who has been suspended pursuant to this Bylaw may be reinstated at any time by the Grievance Committee upon written application and presentation of satisfactory evidence that reinstatement is merited.

4. Appointment of Committees and Duties of Committee Chairpersons
 - a. The President will be an ex-officio member of all committees, and may be a member of the Nominating Committee and the Grievance Committee unless a conflict of interest exists.
 - b. The President, with approval of the Board, will appoint the chairperson of each committee. In the event of the President's failure to make such appointments, the Board will do so.
 - c. The chairperson of each committee will preside at all committee meetings, be responsible for the functioning of the committee, and, unless the chairperson appoints a secretary to the committee, the chairperson will be responsible for giving notice of all meetings and will be responsible for keeping a record of its proceedings. The chairperson is responsible for creating minutes of each meeting and may designate other committee member to fill that responsibility but is responsible for minutes being submitted to the Board.
5. Meetings
 - a. Meetings of any committee will be held at such place and at such time as may, from time to time, be fixed by its chairperson. One-half of the members of any committee will have the power to call a meeting.
 - b. Notice of Committee Meetings Other Than Executive Committee
 - c. Meetings of any committee other than the Executive Committee will be held on not less than ten or more than 60 days of written, telephonic or email notice to each member. Notice of meetings may be waived by a written or electronic email waiver executed before or after the meeting. Attendance at a meeting will constitute waiver of notice as to the attending members at which time the minutes are approved.
6. Quorum
 - a. A quorum consists of a majority of the members of each committee and will be necessary for the transaction of business by that committee.
7. Action of Committee
 - a. Except as otherwise provided, whenever a quorum is present, the vote of a majority of the members will constitute the action of the committee. If in connection with any proposed new Bylaw or IFP Regulation, Policies and Procedures a vote is conducted by telephone or e-mail, a majority of all committee members will constitute the action of the committee.
8. Minutes of Meetings
 - a. All committees must keep minutes of their proceedings and provide minutes to the President or designee.
9. Written Consents
 - a. Any action required or permitted to be taken at any meeting of the Board or of any committee, other than the Grievance Committee or the Nominating Committee, may be taken without a meeting if a written consent thereto is signed or e-mailed by not fewer than one-half of all the members of the committee and such written consent is filed with the minutes of the proceedings of the committee.
10. No Proxies

- a. No member of the Board or of any committee will have the power to appoint a proxy to attend any committee meeting on the member's behalf.
11. Telephone Conference Meetings
- a. Members of the Board or of any committee may participate in a meeting by means of a conference telephone call or similar communications equipment where all persons participating in the meeting can hear each other.
12. Reimbursement of Expenses
- a. On application for reimbursement, the IFP will, subject to its reimbursement policy, reimburse authorized persons (including, but not limited to, members of the Board, staff, special committees and the chairpersons and other committees) as designated by the Treasurer for reasonable amounts paid by such persons for authorized trips to meetings. In addition, the Treasurer or the Board, may authorize the reimbursement of any reasonable amounts paid by any individual for travel or other expenses in connection with official IFP business.
13. Indemnification of Committee Members
- a. The IFP will indemnify the members of its committees to the same extent as officers of the IFP may be indemnified pursuant to the Bylaws of the IFP and the laws of the state of Arizona.

ARTICLE X

Adoption and Amendment of Bylaws and IFP Regulations

1. Bylaws
 - a. These Bylaws will be subject to amendment and new Bylaws not inconsistent with any provision of the Articles of Incorporation must be adopted by the affirmative vote of a majority of the members of the Board. No proposed amendment of these Bylaws will be adopted by the Board unless the Board will have been given notice of the proposed amendment on the Board Agenda at least 10 days prior to a scheduled Board meeting.
2. Process for Submitting Amendment of Bylaws
 - a. A proposed bylaw or amendment may be submitted by any member in good standing to the Board or any Board member.
3. IFP Regulations and Resolutions
 - a. IFP Regulations and Resolutions not inconsistent with the Articles of Incorporation or these Bylaws setting forth rules, regulations, policies and procedures of the IFP may be adopted and amended from time to time by a majority vote of the Board.
4. Gender and Titles of Chairpersons
 - a. All references to the male gender in the Bylaws and IFP Regulations will refer to and mean equally the female gender, and the singular will include the plural, each where the context so indicates. Any chairperson or vice chairperson may use any commonly recognized title such as "chairperson," "chairman," "chairwoman," or "chair."

Article XI

Financial Administration

1. Fiscal Year
 - a. The fiscal year of the IFP will be January 1-December 31, but may be changed by resolution of the Board.
2. Non-budgeted Expenses
 - a. All non-budgeted expenses under \$1,000 must be approved by the President and Treasury, non-budgeted expenses over \$1,000 must be approved by the Board. For the avoidance of doubt, “nonbudgeted expenses” will include any expenses that are set forth on the applicable Board-approved budget, but exceed their respective budgeted amounts set forth on such Board-approved budget.
3. Checks, Etc.
 - a. All checks, orders for the payment of money, obligations, and insurance certificates will be signed or endorsed by such officer or authorized agent of the IFP and in such manner as will from time to time be determined by resolution of the Board or of any committee to which such authority has been designated by the Board.
4. Deposits and Accounts
 - a. All funds not otherwise employed will be deposited from time to time in general or special accounts in such banks or other depositories as the Board or any committee to which such authority has been delegated by the Board may select. For the purpose of deposit and for the purpose of collection for any IFP account, checks and other items may be endorsed, assigned and delivered on behalf of the IFP by the President or authorized agent of the IFP.
5. Investments
 - a. The funds of IFP may be retained in whole or in part in cash or be invested and reinvested in such stock, bonds or other securities as the Board in its sole discretion may deem desirable.

Article XII

Books and Records

1. Correct books of account of the activities and transactions of the IFP will be kept at the offices of IFP. These will include a copy of the Certificate of Incorporation, a copy of these Bylaws, Constitution, minutes of meetings of the Board and Committees. In addition to these all official Board documents, contracts, affiliation, and official records will be maintained by the Secretary or President or designee in an electronic and secure file. Board records will be made available to Board members upon request. Board records that are not generally publicly available will be deemed confidential and may only be released with approval of the President or Board.
2. Confidential Nature of Documents

- a. The Board may determine that specific documents circulated to members of the Board, Managing Directors of Programs and its Committees and Members are confidential and as a result will remain confidential to the members of the Board and will also remain confidential to any person(s) co-opted to any Committee or member. These documents may include but not limited to agenda, minutes, and any reports and appendices relating thereto.

APPROVED by the BOARD OF DIRECTORS and made effective as of January 30, 2020

Pat Murphy, President