

NORTH ADELAIDE CROQUET CLUB INCORPORATED

BY-LAWS

1. Membership

1.1. Categories of Membership

The Club recognises the following categories of Membership:

- 1.1.1. **Full Members.** Shall be persons admitted by the Committee who have paid full Membership and S.A.C.A. Registration and Insurance fees. They shall have full playing and voting rights and be able to hold office. Fees will be set annually at the AGM.
- 1.1.2. **Associate Members.** Shall be those persons who are full Members of another Club. These Members shall be entitled to play at the Club during the week and on Sundays and for a restricted number of Saturdays during the year as determined by the Committee. Fees will be set annually at the AGM.
- 1.1.3. **Junior Members (under age 18 on 1st July).** Shall have full playing rights on payment of the fee set at the AGM.
- 1.1.4. **Students (aged 18 to 25 on the 1st July)** holding a student card. Shall have full playing rights on payment of the applicable S.A.C.A. Registration fee and the club fee. Fees will be set annually at the AGM.
- 1.1.5. **Friends of North Adelaide Croquet Club.** Shall be past players, friends or family members with no intention of playing the game. They will be eligible to attend all Social Activities at the appropriate cost. Fees will be set annually at the AGM.
- 1.1.6. **Life Members.** Shall be persons who have provided outstanding service and contribution to the Club over an extended period, meet the specified criteria (see 1.1.6) and been approved by the Club at the Annual General Meeting or a Special General Meeting. Life Members will be exempt from all annual fees and have free access to Club facilities and functions.

Nomination process

- 1.1.6.1. Any current financial member can nominate any full or retired member with the nomination seconded by at least one member.
- 1.1.6.2. Nominations in writing to the Secretary should outline the nominator's reasons for proposing the candidate and should meet the guidelines stated in the criteria.
- 1.1.6.3. In the event of a nominee serving on the Management Committee at the time of nomination, the nominee will be ineligible to participate in any deliberation on the nomination.
- 1.1.6.4. The nomination will be reviewed by the Management Committee, with unanimous agreement of the Committee required to formalise the nomination.
- 1.1.6.5. The Management Committee will present the nomination to the Annual General or a Special General Meeting, preceded by a Special Notice of Resolution. Nominations are to be carried, without further discussion, in a secret ballot by a majority of not less than two thirds of those present and entitled to vote.
- 1.1.6.6. There should be no more than two Life Members awarded in any given year, except in the first year.

Criteria

Granting Life Membership is a balancing exercise based on a combination of the following criteria (applying to North Adelaide Croquet Club, and if applicable, the previous Fitzroy and Prospect Clubs) provided as guidance.

The nominee:

- 1.1.6.7. Will have demonstrated an exceptional contribution of service to the Club over an extended period of time which has had demonstrated benefit to the Club and membership.
- 1.1.6.8. Should be considered individually and on their personal attributes and achievements, and not in comparison to others.
- 1.1.6.9. Has been a Member for a total period of not less than 15 years.
- 1.1.6.10. Has served a minimum of 10 years in specific roles that contribute to the benefit of the Club – these roles may include, but not be restricted to, service on the Management Committee, committee and/or event coordinator roles, coaching/mentoring/managing, coordination of new member and social functions, and general contribution (including promotion, fund-raising and other aspects that the Committee may judge as relevant).
- 1.1.6.11. May have represented the Club with distinction in the broader croquet community and various governing bodies.
- 1.1.6.12. May have represented the Club as a player in national or international competitions.
- 1.1.6.13. Has been regarded as a role model within the club and displayed valued leadership.

1.2. New Members

- 1.2.1. New Members shall be persons who are not affiliated with a recognised Croquet Club.
- 1.2.2. Prospective new Members may be offered six (6) introductory lessons on payment of a fee to be determined by the Committee.
- 1.2.3. Intending new Members shall be nominated to the Committee by two Members of the Club. Nominations shall be displayed on the Club noticeboard for at least fourteen days prior to the next Committee meeting.
- 1.2.4. Subscriptions and any other fees shall be due within six weeks of admission, otherwise Membership will lapse.

1.3. Subscription and other fees

- 1.3.1. Full Membership fees may be paid in full, half-yearly, or quarterly, provided that the S.A.C.A. affiliation fee is paid with the first instalment of the Membership fee.
- 1.3.2. Only fully financial Members shall be permitted to hold office or vote at any meeting.
- 1.3.3. The Committee may admit Members for a part of the fiscal year at reduced rates calculated in quarter year multiples.
- 1.3.4. A member may request remission of fees on application to the Committee.

2. Management

The operation of the Management Committee established under clause 5 of the Constitution shall be governed by the following By-Laws

- 2.1. The Committee may co-opt Members for specific purposes and for specific periods of time.
- 2.2. The Secretary shall give notice to each Member of the Management Committee calling any extra Management Committee Meetings.
- 2.3. Attendance at Committee Meetings will be in person and not by proxy.
- 2.4. The Committee shall:
 - 2.4.1. Manage and supervise the finances and property of the Club: approve all expenditures made on behalf of the Club, with any two members of the Executive Committee verifying and signing all expenditure vouchers.
 - 2.4.2. Settle all disputes.
- 2.5. The committee may appoint (or disband) Sub-committees for any special work or investigation.
 - 2.5.1. Each Sub-committee may elect its own Chairperson from amongst its Members and shall maintain records of all its meetings.
 - 2.5.2. The quorum of the Sub-committees shall be a majority of its Members.
 - 2.5.3. Each Sub-committee shall report its findings to the Committee.

3. Duties and Responsibilities of Officers

Nominations for office shall be in writing and lodged with Secretary at least fourteen days before the A.G.M. and displayed forthwith on the Club noticeboard. If only one nomination is received for a particular office, that person shall be declared elected. If there is more than one nomination for a position, then a secret ballot is to be undertaken. In the absence of written nominations for a particular office by the due date, nominations may be taken at the A.G.M.

3.1. President

- 3.1.1. Chairs all General and Management Committee Meetings and has a deliberative and a casting vote.
- 3.1.2. Is an ex-officio Member of all Sub-committees.
- 3.1.3. Oversees the implementation of Club policies and decisions made by General and Committee Meetings.

3.2. Vice-President

- 3.2.1. Assists the President and undertakes the duties of the President in the absence of the President.

3.3. Secretary

- 3.3.1. Convenes and, in collaboration with the President, prepares agendas for Club Meetings.
- 3.3.2. Records the minutes of all Club Meetings.
- 3.3.3. Attends to and records all incoming and outgoing correspondence.
- 3.3.4. Maintains a register of Club Members.
- 3.3.5. Maintains an up-to-date copy of the Club's Constitution and By-Laws.
- 3.3.6. Maintains the Club's records.
- 3.3.7. Undertakes other duties as directed by the President or Management Committee.
- 3.3.8. Reports to the Management Committee on the activities of the Assistant Secretary, Publicity and Membership Officer, Public Officer and Historian.

3.4. Treasurer

- 3.4.1. Receives and banks all monies paid to the Club and issues receipts for the same.
- 3.4.2. Pays all accounts received by the Club and approved for payment by the Management Committee.
- 3.4.3. Keeps proper books of accounts and provides reports to each Meeting of the Management Committee.
- 3.4.4. Prepares and submits financial records for annual audit.
- 3.4.5. At the A.G.M. presents an audited statement of income and expenditure and a balance sheet for the past financial year, and a forecast of income and expenditure for the coming year.
- 3.4.6. Recommends subscriptions and other fees, if any, and capital expenditure limits for the Management Committee.
- 3.4.7. Supervises and reports to the Management Committee on the activities of the Assistant Treasurer, House Manager and Bar Manager and advises them of any Management Committee decision which affects their duties and responsibilities.

3.5. Club Captains

- 3.5.1. Are responsible for the format of play on Club playing days, competitions and gala days.
- 3.5.2. In consultation with the each other, make recommendations to the Committee regarding Club events.
- 3.5.3. Maintain a record of Club handicaps and make recommendations to the Committee for any changes to the handicap of any Member.
- 3.5.4. Collaborate on a Playing Sub-committee responsible for play other than those above.
- 3.5.5. Liaise with South Australian Croquet Association about numbers and levels of teams for each Association competition.
- 3.5.6. Work together for the betterment of Croquet at Club, Inter-club and State level.
- 3.5.7. Report to the Management Committee on the activities of the Vice-Captains, Club Coach(es) and Events Organiser.

3.6. Grounds Manager

- 3.6.1. Is responsible for the provision and implementation of a lawn maintenance programme.
- 3.6.2. Responsible for maintenance of Club equipment.
- 3.6.3. Responsible for the direction of the Greenkeeper.
- 3.6.4. Responsible for organising Club working bees.
- 3.6.5. Responsible for the position of courts and hoops.

3.7. Floor Members

- 3.7.1. Act as the conduit for presenting matters raised by Club Members to the Committee.
- 3.7.2. Assist with the planning and conduct of special events.
- 3.7.3. Participate in the planning and discussions at Management Committee meetings.
- 3.7.4. Report to the Management Committee on the activities of the Social Convenor.

4. Members with Special Duties

4.1. Assistant Secretary (optional)

- 4.1.1. Provides assistance to the Secretary as required.
- 4.1.2. Undertakes specific duties as directed by the Management Committee.
- 4.1.3. Reports to the Management Committee through the Secretary.

4.2. Assistant Treasurer (optional)

- 4.2.1. Provides assistance to the Treasurer as required.
- 4.2.2. Undertakes specific duties as directed by the Management Committee.
- 4.2.3. Reports to the Management Committee through the Treasurer.

4.3. Social Convenor

- 4.3.1. Recommends social events and activities.
- 4.3.2. Organises Club social events.
- 4.3.3. Reports to the Management Committee through the Floor Members.

4.4. Publicity and Membership Officer

- 4.4.1. Arranges media releases and general publicity of the Club, its Members and their activities and achievements.
- 4.4.2. Arranges promotional material for publication and circulation with a view to attracting members.
- 4.4.3. Organises Membership Drives.
- 4.4.4. Seeks sponsorship and marketing avenues.
- 4.4.5. Reports to the Management Committee through the Secretary.

4.5. Club Coach(es)

- 4.5.1. In consultation with the Club Captains and Vice-Captains, organises instruction classes for beginners.
- 4.5.2. Organises coaching sessions for players of all levels, if necessary using the skills of top players.
- 4.5.3. Organises sessions on the laws/rules using qualified Referees. All of the above activities should be undertaken in accordance with procedures approved by the S.A.C.A. Coaching and Referees Committees.
- 4.5.4. Reports to the Management Committee through the President or Club Captain(s).

4.6. Public Officer

- 4.6.1. Is appointed for an indefinite period and confirmed in office at each A.G.M.
- 4.6.2. Is the holder of the Club Seal.
- 4.6.3. Ensures all agreements and actions taken by the Club will comply with the conditions set out in the Associations Incorporation Act.
- 4.6.4. Reports to the Management Committee through the Secretary.

4.7. House Manager

- 4.7.1. Supervises the condition and furnishing of the Club House.
- 4.7.2. Attends to minor household matters requiring attention.
- 4.7.3. Ensures proper cleaning of the premises, refrigerators, cupboards etc.
- 4.7.4. Ensures adequate supplies of catering and cleaning requisites.
- 4.7.5. Ensures that there is compliance with all Government Occupational, Health and Safety Regulations.
- 4.7.6. Reports to the Management Committee through the Treasurer.

4.8. Historian

- 4.8.1. Develops and maintains a record of all Club activities including social activities special croquet activities, tournaments and individual Club Member achievements.
- 4.8.2. Arranges for the recording and display of all photographs and media releases.
- 4.8.3. Reports to the Management Committee through the Secretary.

4.9. Vice-Captains

- 4.9.1. The Committee shall appoint such Vice-Captains as are required by the Club Captains to assist them in undertaking their responsibilities.

4.10. Bar Manager

- 4.10.1. Organises, maintains, promotes and manages the Bar Facility on behalf of the Club.
- 4.10.2. In consultation with the Management Committee and social members, supports both club and external activities.
- 4.10.3. Reports to the Management Committee through the Treasurer.

4.11. Events Organiser

- 4.11.1. In consultation with the Club Captains and Vice Captains, organises club croquet events.
- 4.11.2. Arranges, prepares and devises paperwork for running of events.
- 4.11.3. Organises and records information of participants, their achievements and awards.
- 4.11.4. Reports to the Committee through appropriate Club Captain.

5. Colours

- 5.1. The Colours of the Club are navy-blue, gold, red and white.

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