

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 a 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.

1.2. 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 Meeting of the Management Committee.
- 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 Honorary 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. 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, Social Convenor, 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 provide 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 House Manager and advises the House Manager of any Management Committee decision which affects his or her 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. Work together for the betterment of Croquet at Club, Inter-club and State level.

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.

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. Shall report 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. Shall report 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. Shall report to the Management Committee through the Secretary.

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. Shall report to the Management Committee through the Secretary.

4.5. Club Coach

- 4.5.1. In consultation with the Club Captain and Vice-captains, shall organise 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. Shall report to the Management Committee through the Vice-president.

4.6. Public Officer

- 4.6.1. Shall be appointed for an indefinite period and confirmed in office at each A.G.M.
- 4.6.2. Shall be the holder of the Club Seal.
- 4.6.3. Shall ensure all agreements and actions taken by the Club will comply with the conditions set out in the Associations Incorporation Act.
- 4.6.4. Shall report 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 all Government Occupational, Health and Safety Regulations are complied with.
- 4.7.6. Shall report 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. Shall report to the Management Committee through the Secretary.

4.9. Vice-captains

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

4.10. Bar Member

- 4.10.1. Organise, maintain, promote and manage the Bar Facility on behalf of the club.
- 4.10.2. In consultation with the management committee and social member, support both club and external activities.
- 4.10.3. Report to the Management committee through the Treasurer.

4.11. Events Organiser

- 4.11.1. In consultation with the Club Captains and Vice Captains organise club croquet events.
- 4.11.2. Arrange, prepare and devise paperwork for running of event.
- 4.11.3. Organise and record information of participants, their achievements and awards.
- 4.11.4. Report to the Committee through appropriate Club Captain.

5. Colours

The Colours of the Club shall be **NAVY-BLUE, GOLD, RED** and **WHITE**.

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