



ST. JAMES CROQUET ASSOCIATION BY-LAWS

Purpose

1. Members in good standing of Troon St. James propose to establish a “croquet association” which shall:
 - a.) Encourage play, good sportsmanship, friendly competition, and enjoyment of the game of croquet
 - b.) Encourage social interaction through various social activities
 - c.) Work with Troon St. James to continuously improve the quality and quantity of the croquet facilities, and/or programs at St. James.

Organization

2. The name of this Association shall be the ST. JAMES CROQUET ASSOCIATION (SJCA).

Fiscal Year

3. The fiscal year of the SJCA shall be the calendar year.

Membership

4. Membership shall be open to all individuals who hold a Troon Social, Sport or Golf Membership in good standing, in any of the Troon St. James Clubs.
5. Written application for calendar-year membership shall be submitted to the Treasurer of the SJCA. Calendar year’s dues or prorated dues must accompany such applications as outlined in paragraph 7. Membership shall be effective immediately upon receipt of such application and dues.
6. Membership in good standing, shall entitle the member to participate in all SJCA-sponsored events.

Dues

7. Membership Dues shall be \$25.00 per person. Dues will be prorated to half price as of July 1 of any calendar year.
8. Dues shall be paid within the first thirty (30) days of each year, except that dues for the first calendar year shall be paid as provided in paragraph 5.

9. Membership dues may be changed by two-thirds (67%) vote of the members who are present at any regular or special membership meeting.
10. There will be no refund of dues for full or part-year members. The Board may consider cases with extraordinary circumstances.

Officers

11. The SJCA Board shall consist of the following members:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Member Communications Director
 - f. Women's/Mixed Events Director
 - h. Men's Events Director
12. The term of each Board member shall begin on January 1st and shall end on December 31st of any calendar year.
13. The President and Vice President shall each serve for 1 year and all other Board members shall serve for 2 years (with the exception of the inaugural officers, no more than 50% of whom may serve a 3-year term to aid continuity.) The Vice-President shall automatically become President for the following year. In the event the Vice-President is not available or decides not to assume the position of President, a current or former Board member of the SJCA in good standing may be elected.
14. The SJCA Board encourages Troon St. James management to maintain croquet representation on the Sports Advisory Committee.
15. SJCA Board member candidates shall be members in good standing of Troon St. James and the SJCA.

Election of Officers

16. The Board shall select the Chairperson for the Nominating Committee to manage the process by August 1st each year. The Nominating Committee Chairperson shall select 4 members, in good standing, to serve on the Nominating Committee by August 15th.
17. The Nominating Committee will send an email (through the Member Communications Director) to the membership by September 1st indicating which Board positions are open and solicit nominations from individuals for either themselves or someone else who has agreed to serve if elected.

18. The Nominating Committee may also identify additional nominees for any position during the September 1st to September 15th period.
19. Nominations from this process will close on September 15th.
20. The Nominating Committee will publish the list of candidates to the membership by September 20th. If desired, candidates may provide a brief resume stating why they would like to serve on the Board, and outline their backgrounds for members who don't know them.
21. If there are multiple candidates for a position, voting will take place from September 20th through October 5th via email.
22. Candidates will be notified of the results prior to the Annual Meeting.
23. If there are not multiple candidates for a position, candidates may be voted in by acclamation at the Annual Business Meeting.
24. Nominations from the floor at the Annual Business Meeting will not be accepted.
25. The Board members for the following year will be introduced at the Annual Meeting.
26. In case any vacancy in any of the Board members occurs, the remaining Board members shall elect a member in good standing to fill such vacancy for the remaining term.

Duties of Board Members

27. See detailed Job Descriptions in Appendix.

Meetings

28. Regular Board Meetings shall be held monthly on the days designated by the then current Board.
29. Special membership meetings may be called by the President, as the President deems necessary, or upon written petition of at least fifteen percent (15%) of the members.
30. The annual membership meeting shall be held in November of each calendar year. The date and time shall be designated by the President in order to maximize attendance by the membership, and to minimize conflicts with other social and sports activities.
31. Email notice and bulletin board postings of all membership meetings shall be sent by the Member Communications Director to each member at least two (2) weeks prior to such meeting.
32. A quorum for the transaction of business at any membership meeting shall consist of the members present in person at such meeting, provided, however, that no less than twenty-five percent (25%) of the membership is in attendance, including absentee ballots.

33. A quorum for the transaction of business at any Board meeting shall consist of more than fifty percent (50%) of the Board members.

Voting

34. Voting for Board members shall be in accordance with the process outlined in paragraphs 16 through 23.

35. Each member of the SJCA is entitled to one (1) vote.

36. All matters subject to a vote at membership and/or Board meetings shall be decided by majority vote.

By-Law Amendments

37. The BY-LAWS may be amended at any membership meeting by a two-thirds (67%) vote of the members present at such meeting subject to paragraph 32. No amendment shall be voted on without the two (2) week notice to members, subject to paragraph 31.

Governance

38. Roberts Rules of Order shall govern in all matters not covered by the BY-LAWS.

Liability of Members

39. No Board member or member of the SJCA shall be personally liable for any bills or obligations of the SJCA, past or present, except for payment of his/her dues.

40. No Board member or member of the SJCA shall disburse funds or monies in his/her keeping that belong to the SJCA, subject to paragraph 27.

41. No person shall use the name, mailing list or official insignia of the SJCA for other than SJCA purposes without written authorization of the President.

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Appendix

Saint James Croquet Association

Title: President	Date: 1/10/2023
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Position Overview

The President shall represent the collective interests of the SJCA through directing the various social, philanthropic, and competitive events designed to promote and enhance the croquet community at St. James.

Essential Job Functions

- Call regular meetings to order
- Ensure follow up on requests/concerns of members
- Preside over annual meeting
- Ensure Board governance and protocol are followed
- Represent SJCA in the community
- Assign tasks to Board members and follow up on completion
- Ensure the Association funds are responsibly managed

Non-essential Job Functions

- Attend Association social activities
- Participate on various planning and activity committees as required

Requirements

- Member of Troon St. James and SJCA in good standing
- Resident of St. James
- Served at least 1 year on the Board or has had previous experience on other member boards

Other Skills/Abilities

- Computer Skills-word processing
- Excellent Communications Skills
- Excellent Planning & Organization Skills
- Facilitation Skills
- Conflict resolution skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJCA.

Saint James Croquet Association

Title: Vice-President	Date: 1/10/2023
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Position Overview

The Vice President shall represent the collective interests of the SJCA and serve as the back up in the event the President is unable to tend to Association duties.

Essential Job Functions

- Preside over Board meetings during absence of President
- Attend the Sports Advisory Committee meetings as a liaison between SJCA and Troon St. James management
- Send welcome package to new members via email and update as needed.
- Send get well and condolence cards to members in need
- Represent the SJCA in the community

Non-essential Job Functions

- Attend Association social activities
- Participate on various planning and activity committees as required

Requirements

- Member of Troon St. James and SJCA in good standing
- Resident of St. James

Other Skills/Abilities

- Computer Skills-word processing
- Excellent Communications Skills
- Excellent planning and organizational skills
- Conflict resolution skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJCA.

Saint James Croquet Association

Title: Treasurer	Date: 1/10/2023
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Position Overview

The Treasurer shall represent the collective interests of the SJCA through ensuring that all of the financial aspects of the Association are tended to properly (receipts, disbursements, recordkeeping).

Essential Job Functions

- Prepare annual budget for SJCA Board approval
- Report monthly bank balance and comparison of actual income and expenses vs. budget
- Prepare annual financial summary to SJCA membership for the annual meeting
- Pay bills authorized by the Board on a timely basis
- Reconcile bank statements monthly and maintain current signature card
- File annual 990-N
- Collect and deposit membership, tournament, and other fees collected by the Association
- Provide the Member Communications Director and Vice President with new member information

Non-essential Job Functions

- Attend Association social activities
- Represent SJCA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of Troon St. James and SJCA in good standing
- Resident of St. James

Other Skills/Abilities

- Computer skills-word processing, spreadsheets
- Financial Acumen

<p>NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJCA.</p>

Saint James Croquet Association

Title: Member Communications Director	Date: 1/10/2023
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Position Overview

The Member Communications Director shall represent the collective interests of the SJCA through utilizing the various communications vehicles to promote the activities and interests of the croquet community at St. James.

Essential Job Functions

- Maintain SJCA website, and ensure the Troon St. James website is accurate and up to date.
- Maintain email member distribution lists and member access to the SJCA website
- Work with SJCA Board to maintain rolling 12-month communications/public relations plan for SJCA events
- Serve as the SJCA photographer (or arrange substitute) for all SJCA events
- Distribute communications to SJCA members
 - SJCA newsletter
 - Monthly communication including a summary of the minutes from the previous month's SJCA Board meeting
 - Send email reminders on tournaments, round robins, and social activities
 - Work with the SJCA Board on announcements, invitations, and general updates for social and charity events.
 - Report event results (with photos) for SJCA sponsored events
 - Assist in preparation of feature articles for Cat-Tales publications, as needed
- Prepare photo slideshow (with music and captions) for the annual SJCA Board meeting
- When requested by the responsible Board member, generate publicity and an on-line sign up for SJCA events. Provide sign up information to that board member
- Solicit and organize additional volunteers as needed

Non-essential Job Functions

- Attend Association social activities
- Represent SJCA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of Troon St. James and SJCA in good standing
- Resident of St. James

Other Skills/Abilities

- Computer skills including word processing such as WORD, Google Groups, Google Sheets, helpful to be familiar with email applications such as Mailchimp and evite applications such as Pingg
- Excellent Communications skills
- Organizational Skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJCA.

Saint James Croquet Association

Title: Men's Events Director	Date: 1/10/2023
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Position Overview

The Men's Events Director shall represent the collective interests of the SJCA through arranging, communicating, and managing the Men's open and team events. Coordinate with the Women's/Mixed Events Director.

Essential Job Functions

- Conduct Weekly Men's open and/or team croquet events
 - Reserve Courts
 - Ensure needed equipment available to play
 - Oversee and participate in play, determine winners and runners-up, and award prizes
 - Maintain records of participation in all events
- Communicate results to the other SJCA Board members

Non-essential Job Functions

- Attend Association social activities
- Represent SJCA in the community
- Participate on various planning and activity committees as required
- Aid Women's/Mixed Events Director if necessary

Requirements

- Member of Troon St. James and SJCA in good standing
- Resident of St. James

Other Skills/Abilities

- Computer Skills-word processing, spreadsheets
- Excellent Interpersonal Skills
- Organizational Skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJCA.

Saint James Croquet Association

Title: Women's/Mixed Events Director	Date: 1/10/2023
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Position Overview

The Women's/Mixed events Director shall represent the collective interests of the SJCA through arranging, communicating, and managing the Women's and Mixed open and team events. Coordinate with Men's Event Director.

Essential Job Functions

- Conduct Weekly Women's and Mixed open and/or team croquet events
 - Reserve Courts
 - Ensure needed equipment available to play
 - Oversee and participate in play, determine winners and runners-up, and award prizes
 - Maintain records of participation in all events
- Communicate results to the other SJCA Board members

Non-essential Job Functions

- Attend Association social activities
- Represent SJCA in the community
- Participate on various planning and activity committees as required
- Aid Men's Events Director if necessary.

Requirements

- Member of Troon St. James and SJCA in good standing
- Resident of St. James

Other Skills/Abilities

- Computer Skills-word processing, spreadsheets
- Excellent Interpersonal Skills
- Organizational Skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJCA.
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Saint James Croquet Association

Title: Secretary	Date: 1/10/2023
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Position Overview

The Board Secretary shall represent the collective interests of the SJCA through maintaining records of Board meetings and Annual meeting and archiving such minutes so as to serve as reference regarding future matters that may come to the Board's attention. Maintaining copies of official SJCA documents.

Essential Job Functions

- Draft minutes of all Board meetings and distribute to Board members within 1 week after meeting. Make corrections and get approval at the subsequent Board meeting.
- Maintain copies of the official SJCA documents including, but not limited to, monthly Board meeting minutes, annual meeting minutes, and bylaws
- At each Board meeting, provide minutes from previous Board meeting for approval; make corrections if necessary, and re-distribute to Board members.

Non-essential Job Functions

- Attend Association social activities
- Represent SJCA in the community
- Participate on various planning and activity committees as required

Requirements

- Member of Troon St. James and SJCA in good standing
- Resident of St. James

Other Skills/Abilities

- Good computer skills-word processing, working with Google Groups and Google Sheets or other document sharing tools
- Excellent communications skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJCA.
