



GRACEVILLE CROQUET CLUB INC. BY-LAWS

Amended November 2024

1 AFFILIATIONS

The Graceville Croquet Club Inc. is affiliated with the Croquet Association of Queensland (CAQ). All playing members must be registered with CAQ.

2 PATRONS

The Management Committee may appoint up to three (3) Patrons.

3 POLICIES

Graceville Croquet Club Inc. operates under the following policies:

- (a) CAQ Code of Conduct
- (b) CAQ Sunsafe Policy
- (c) CAQ Child Safeguarding Policy
- (d) ACA Personal Grievances Policy
- (e) ACA National Integrity Framework
- (f) ACA Social Media Policy

Members are to read and comply with these policies.

4 MANAGEMENT COMMITTEE

- (a) The Management Committee of the association consists of: President; Vice-President; Secretary; Treasurer; Lawns Director; Club Captain; and Facilities Director.
- (b) The Management Committee is appointed or elected following Constitution Rule 14 (appointment/election of Secretary) and Constitution Rule 18 (election of other positions).

5 OFFICE BEARERS

- (a) Office Bearers
 - (i) Office Bearers of the Club shall be elected Management Committee members, Club Vice-Captain(s), Member Welfare and Complaints Officer, Club Coach, Community Liaison Officer, Assistant Lawns Director, one (1) delegate to Croquet Association of Queensland, and one (1) delegate to the Brisbane South Region Committee.
 - (ii) They shall be elected at the Annual General Meeting or whenever a vacancy occurs.
 - (iii) With the approval of the President, office bearers may co-opt another club member to act as an assistant or to replace them in their position on a temporary basis.
 - (iv) Specific Duty Officers may be appointed as required.

(b) President (Constitution Rule 17)

- (i) The President's term of office shall be limited to three (3) consecutive years.
- (ii) Any past President may be re-elected provided a period of at least twelve (12) months has elapsed.

(c) Club Captain and Vice-Captain(s)

- (i) The Club Captain shall be responsible for overall supervision of participation by club members in croquet play.
- (ii) The Club Vice-Captain assists the Club Captain in supervising participation of club members in croquet play.
- (iii) When a tournament is being held, the Tournament Manager shall have control of all games.

(d) Club Coach

- (i) The Club Coach shall provide leadership in the provision of coaching to members in the skills and tactics of croquet.

(e) Lawns Director

- (i) The Lawns Director shall be responsible for the maintenance of the lawns and surrounds.
- (ii) The Lawns Director's decision shall be final regarding the fitness of the lawns for play.
- (iii) In the absence of the Lawns Director, the matter shall be referred to the Club Captain or Vice-Captain(s).
- (iv) When a tournament is being held, the decision rests with the Tournament Manager.

(f) House Captain

- (i) The House Captain shall be responsible for the maintenance of the clubhouse, furniture, fittings and all catering arrangements.

(g) Delegates

- (i) One (1) member shall be the Club's delegate at all relevant CAQ meetings.
- (ii) One (1) member shall be the Club's delegate at all Brisbane South Region Committee meetings.
- (iii) Delegates may be the same person or different persons.

(h) Functions Coordinator

- (i) The Functions Coordinator shall be responsible for promoting the Club as a venue for a variety of functions and for managing those functions.

(j) Marketing and Public Relations Officer

- (i) The Marketing and Public Relations Officer shall be responsible for engaging with sponsors and potential sponsors, establishing and maintaining ways of communicating and publicising information about the club, and overseeing ways of attracting new members to the club.

(k) Member Welfare and Complaints Officer

- (i) The Member Welfare and Complaints Officer shall provide information and guidance for Club members on welfare and complaints policies and protocols.

(l) Facilities Director

- (i) The Facilities Director shall be responsible for overseeing the maintenance and improvement of all Club facilities, specifically the buildings and grounds, excepting the lawns.

(m) Community Liaison Officer

- (i) The Community Liaison Officer is responsible for maintaining links and good relations with other community organisations.

(n) Assistant Lawns Director

- (i) The Assistant Lawns Director shall assist the Lawns Director in carrying out the responsibilities of the Lawns Director as agreed with the Lawns Director.

6 COMMITTEES

In addition to the Management Committee, the following committees may be formed.

(a) The Grants Committee

- (i) The Grants Committee shall consist of at least three members appointed by the Management Committee.
- (ii) The Grants Committee shall be responsible for the preparation and submission of grant applications and the supervision of successful grants.
- (iii) The Grants Committee shall provide a monthly report to the Management Committee.

(b) The Handicap and Selection Committee

- (i) The members are Club Captain, the Club Vice-Captain(s) and Club Coach.
- (ii) In the absence of one of these officers, an experienced club member shall be co-opted.
- (iii) This committee is responsible for reviewing players' handicaps, revising them when necessary and recommending revised handicaps to the CAQ Handicap and Selection Committee.

(c) The Three-Year Planning Committee

- (i) The members are the members of the Management Committee, with the power to co-opt other Club members when appropriate.
- (ii) The Three-Year Plan of development projects shall be reviewed and updated annually with other meetings being called as required to implement priority projects for the current year.

(d) Ad-Hoc Subcommittees

- (i) The Management Committee may appoint Ad-Hoc Subcommittees as deemed necessary.

7 MEETINGS

- (a) Management Committee Meetings (Constitution Rules 22–28)
 - (i) Management Committee Meetings shall be held monthly but may be omitted in December or January.
- (b) General Meetings (Constitution Rules 29-38)
 - (i) General Meetings, including the Annual General Meeting, shall be held in accord with the Constitution.

8 MEMBERS (Constitution Rules 5–9)

- (a) Ordinary members must pay the current scheduled membership fee, be a registered croquet player and support the objectives of the club. They may speak and vote at general and special general meetings if they are financial, and are eligible for election to management committee. They are entitled to play on allocated playing days and on other days provided there are no other lawn commitments.
- (b) Life Members—if in the opinion of the Management Committee a member has given exceptional service to the sport of croquet in general and the club in particular then this member may be nominated for Honorary Life membership. The nomination must be passed by the members at a General Meeting. The member is exempt from club fees, but shall pay that part of the annual subscription fee which applies to insurance, CAQ and ACA fees and levies.
- (c) Social members, on payment of the specified scheduled fee, are entitled to attend social occasions and use the club facilities, as well as play on 8 (eight) days of the year. They may attend but are not eligible to speak or vote at general or special general meetings and are not eligible for election to the management committee. Additional days of play are allowed at the discretion of the President and on payment of the scheduled Visitor fee.
- (d) Visitors (Reciprocal) from other croquet clubs must pay the scheduled fee upon arrival at the club and will be allocated games. They have use of the club facilities. They are not eligible to speak or vote at general or special general meetings and are not eligible for election to the management committee.
- (e) Visitors to the club who wish to play are welcome to do so for a number of days at the discretion of the President and upon payment of the scheduled fee. They are not eligible to speak or vote at general or special general meetings and are not eligible for election to the management committee.

(f) Potential members are entitled to 3 days' play and coaching without charge. They are not eligible to speak or vote at general or special general meetings and are not eligible for election to the management committee.

(g) Junior members are members until the end of their 20th year. They must pay 25% of the current ordinary membership fees. They may speak or vote at general or special general meetings. They are eligible for election to the management committee if they are \geq 18 years of age.

9 PROJECTS

(a) Club Projects

- (i) Any project undertaken by the club must be approved by the Management Committee or voted on at a General Meeting.
- (ii) At least one (1) Project Officer shall be appointed and an amount of discretionary funding allocated.

10 FEES AND ACCOUNTS (Constitution Rules 44–48)

(a) Annual Budget

An annual budget for the coming year shall be prepared by Management Committee and presented for ratification at the Annual General Meeting.

(b) Club subscriptions, fees and levies

- (i) All Club subscriptions, fees and levies shall be fixed from time to time at a General Meeting.
- (ii) The annual subscription is payable in November or may be paid quarterly or half-yearly in advance.
- (iii) Members joining the Club during the year shall be required to pay a proportionate amount of the annual subscription and any fees or levies due.
- (iv) Members shall be notified of all fees and levies payable to the CAQ and the ACA within fourteen (14) days after the Club receives notification.

11 RESIGNATION (Constitution Rules 9–11)

(a) Club membership

- (i) Resignation of a member must be made in writing to the Secretary.
- (ii) A member who resigns from the Club must surrender all keys and any other property belonging to the Club to a member of the Management Committee immediately on resignation.
- (iii) A member failing to give written notice of resignation to the Secretary before the next due date of payment of any monies shall be liable for any amount due.

12 LEAVE OF ABSENCE

(a) Application and fees policy

- (i) All applications for leave of absence must be made in writing to the Secretary and shall be considered at the next meeting of the Management Committee.

- (ii) Leave of absence may be granted only for work-related or medical reasons for a minimum period of three months up to a maximum period of six (6) months.
- (iii) Pro-rata fees shall be payable upon return.
- (iv) Visitor fees shall apply for any occasional attendance during an approved period of Leave of Absence.
- (v) Members on Leave of Absence may not vote at General Meetings.

13 VISITORS

(a) Use of facilities

- (i) Members are welcome to bring guests at any time provided that there are no other lawn commitments, the current fee is paid and the member remains responsible for the conduct of the guests.
- (ii) Invitations to groups of more than three (3) guests must have the prior approval of the Management Committee.
- (iii) Children under the age of ten (10) years are not permitted to play on the lawns unless supervised by a responsible adult.

14 ATTENDANCE REGISTER

(a) Sign in

- (i) All visitors must sign the Attendance Register or electronic alternative on arrival and again on leaving the premises.

15 KEYS

(a) Issue of keys

- (i) Ordinary and Life members may, upon request to the Treasurer, purchase a key to the premises and must sign the Key Register.
- (ii) Keys must not be copied and must be returned immediately membership ceases.

16 ATTIRE

(a) Club member attire

- (i) Suitable flat soled, preferably enclosed, shoes must be worn at all times on the lawns.
- (ii) Dress standard is smart casual.
- (iii) Club shirts and/or identification should be worn when playing in tournaments, at other clubs, official days or volunteering at a function.
- (iv) The Club's colours are bottle-green and gold.

17 PLAY

(a) Club Play Days

- (i) All game name-tags must be placed on the Club Captain's table at least twenty (20) minutes before the time scheduled for the start of play.
- (ii) There shall be no play on Christmas Day, Good Friday, or before 1.30 pm on Anzac Day.

18 TUITION OF PLAYERS

- (a) All members may receive free tuition from a Club Coach.

- (b) Experienced players may offer assistance to less experienced players when playing with them or on request.

19 COMPLAINTS

- (a) Any complaint pertaining to the Club must be made in writing to the Secretary or Member Welfare and Complaints Officer.
- (b) Such complaints shall be considered at the next meeting of the Management Committee for appropriate action.

20 SMOKING/VAPING

- (a) Smoking/vaping are prohibited within the property of the Graceville Croquet Club.

21 BY-LAW REVIEW (Constitution Rules 41)

- (a) These By-Laws shall be reviewed at least every year.

Amendments approved at Annual General Meeting, 27 November 2024.