



## THE VICTORIAN CROQUET ASSOCIATION INCORPORATED BY-LAWS

### 1. **ADOPTION**

These By-Laws were adopted on 14<sup>th</sup> April 2005 by the Council of the Victorian Croquet Association Incorporated ("Association") and amended on 14<sup>th</sup> August 2012, 11<sup>th</sup> June 2013, 13<sup>th</sup> August 2013, 8<sup>th</sup> October 2013 and 21<sup>st</sup> August 2017 in accordance with **Rule 39** of the Constitution.

### 2. **INTERPRETATION**

Words and expressions used in these By-Laws shall have the same meaning as those contained in the Constitution.

If there is any inconsistency or conflict between the Constitution and these By-Laws, the provisions of the Constitution shall prevail.

### 3. **HEADQUARTERS** (*Amended by special resolution, 8<sup>th</sup> October 2013*)

The registered office of the Association shall be 65 Nobel Banks Drive, Cairnlea, Victoria 3023 or at such other location as the Committee determines from time to time.

### 4. **REGIONAL ASSOCIATION MEMBERSHIP**

4.1 In addition to the requirements for Regional Association membership set out in the Constitution and in particular **Rule 9**, to be eligible to be a Member, a Regional Association must:

Have rules which are approved by the Association; and

Have provision in its rules consistent with clause 4.2 of these By-Laws; and

Have a statement in its rules consistent with clause 4.3 of these By-Laws, to the effect that the Regional Association shall be a member of The Victorian Croquet Association Inc. and adopt in principle the purposes of The Victorian Croquet Association Inc; and Provide the Association with a copy of the current Regional Association rules and incorporation certificate.

The committee of the Association must prepare all relevant forms relating to applications for membership of the Association, which must be made available on request by any organisation intending to make an application for membership.

#### 4.2 Alteration to Rules

The Rules and Statement of Purposes of the Regional Association may only be altered, amended or repealed by special resolution at a duly convened meeting of members. Any amendments to the Rules and Statement of Purpose must be approved by The Victorian Croquet Association Incorporated prior to being submitted as a special resolution at a duly convened meeting of members.

#### 4.3 Statement of Purposes

- To adopt in principle the purposes of The Victorian Croquet Association Inc;

- To foster, organise and promote the playing of both social and competitive croquet and other mallet sports;
- To be a member of The Victorian Croquet Association Inc.;
- To apply and abide by the laws, regulations and rules of all forms of the game of croquet including Gateball, as approved by the Australian Croquet Association Inc., in all competitions and matches conducted by the Association;
- To carry out any other activities which would facilitate the achievement of these purposes;
- To represent the members of the Association to The Victorian Croquet Association Inc. State Council via the regional director and to act as a communication channel between the Victorian Croquet Association Inc and the Association members.

## **5 LIFE MEMBERS** (*Added by Council Resolution, 14<sup>th</sup> August 2012*)

- 5.1 In addition to the conditions for nomination of Life Membership stated in **Rule 9.1**, obligations and privileges of Life Members referred to in **Rule 9.5(c)** shall be:
- 5.1.1 Neither Life Members nor Life Members clubs, if any, shall be charged for VCA or ACA Affiliation fees, nor for ACA Insurance Scheme premium which shall be paid, as, necessary, by VCA.
- 5.1.2 Life Members will not be required to pay entry, etc., fees for any VCA event.
- 5.1.3 Life Members will be presented with an appropriate Life Member's Badge and their names inscribed on an appropriate honour board displayed at VCA headquarters.

## **6. PRESIDENT'S SERVICE AWARD**

- 6.1 A Service Award may be presented to members for service to VCA and/or croquet within Victoria which is outstanding but does not qualify for Life Membership.
- 6.2 The award will be presented by the President, with the agreement of Council. To preserve confidentiality until the presentation is made, such agreement may be recorded retrospectively in Council Minutes.
- 6.3 Suggestions of members who may deserving of such an award may be made to the President by regions, clubs or individual members. The award is not to be viewed as being in lieu of regional or club awards for service to such regions or clubs.
- 6.4 The recipient of this award will be presented with an appropriate badge and have their name recorded on an honour board displayed at VCA headquarters.
- 6.5 The presentation of the award does not relieve the recipient of any financial obligations to VCA.
- 6.6 Whilst there is no limit to the number of awards presented in any one year, it is envisaged that this award will be an honour.

## **7. ELECTION OF COMMITTEE MEMBERS**

- 7.1 This clause sets out the secret ballot procedure to be followed if an election is to occur under **Rule 24.3(e)** of the Constitution. If the number of nominations for any position exceeds the number of vacancies to be filled, a secret ballot shall be taken. The ballot shall be conducted by "the first past the post method".

- 7.2 Prior to the meeting at which the election is to take place, the Secretary shall cause ballot papers to be printed with the nominees' names in random order to be determined by lot.
- 7.3 The chair of the general meeting shall appoint at least two independent scrutineers from those present at the meeting.
- 7.4 The scrutineers shall control and cause the ballot papers to be distributed to all those present and eligible to cast a vote.
- 7.5 The chair of the general meeting shall instruct all eligible voters to place as many "X's" as there are vacancies (or candidates required), one against each candidate for whom they wish to vote.
- 7.6 The scrutineers shall control and cause the collection of all ballot papers for counting.
- 7.7 The scrutineers shall retire and count the votes without interruption. Invalid ballot papers shall be put aside and not counted.
- 7.8 The scrutineers shall complete the count to their satisfaction. The nominees with the most number of votes will be elected. In the event of a tie, the count will be repeated for verification. In the event of a continued tie, the Chair may call for another ballot or exercise the right of a casting vote (**Rule 22.2 (c)**). The scrutineers shall cause the name only of the successful nominee(s) to be passed to the chair (with no indication of number of votes), who shall declare the outcome of the ballot.
- 7.9 The scrutineers shall cause the ballot and counting papers to be destroyed.

## **8. DUTIES OF COMMITTEE MEMBERS**

### **8.1 President**

To be the principal officer of the Association, representing and promoting mallet sports in all its forms throughout Victoria. More specifically:

- to be the chair of annual general meetings, special general meeting, Council meetings and Committee meetings;
- to be, or to appoint his/her delegate to be, an ex-officio member of all sub-committees, and to exercise full voting rights on such sub-committees; (*Amended by Council resolutions, 11<sup>th</sup> June 2013 and 13<sup>th</sup> August 2013*).
- to ensure that the rules and policies of the Association are adhered to and properly implemented;
- to liaise with other State croquet organisations and Croquet Australia.

### **8.2 Vice-President**

To assist the President in the execution of the assigned duties and deputise for the President as required.

### **8.3 Immediate Past President**

To assist the President and Vice-President in the execution of their duties and responsibilities.

### **8.4 Secretary**

To maintain the records of the Association.

To ensure and promote good communication between Council, Committee, sub-committees, Regional Associations, Affiliated Clubs and players as appropriate.

More specifically

- to attend to the daily administrative tasks and to all correspondence;
- to maintain membership, player registration and handicap databases;
- to prepare agendas and keep minutes of all Council meetings, Committee meetings and general meetings;
- to provide administrative support to the President and other committee members as appropriate.

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#### 8.5 **Treasurer**

To advise the Council and the Committee on all financial matters.

To manage the daily financial transactions and maintain accurate records

More specifically:

- To receive all monies, issue receipts, ensure the safe custody and banking of same;
- To attend to the payment of all duly authorised accounts;
- To keep proper books of accounts;
- To prepare annual accounts and submit them for annual audit;
- To implement the GST and other appropriate taxes, levies and legislative requirements;
- To be chair of the finance committee;
- To liaise with the insurance officer and maintain all insurance policies.

#### 8.6 **Other Ordinary Members of Committee**

To assist the President, Vice President, Secretary and Treasurer in the execution of their roles and responsibilities.

### 9. **AMENDMENT**

These By-Laws may be altered, amended or rescinded in accordance with **Rule 39** of the Constitution.