



Revised 8/08/24

ST. JAMES CROQUET ASSOCIATION (SJCA) BYLAWS

Purpose

1. The purpose of the St. James Croquet Association (SJCA) is to:
 - 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.

Membership

2. 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.
3. Application for calendar-year membership shall be submitted to the Treasurer of the SJCA. Calendar year's dues must accompany the application. Membership shall be effective immediately upon receipt of application and dues.
4. Membership in good standing, shall entitle the member to participate in all SJCA-sponsored events.
5. The fiscal year of the SJCA shall be the calendar year.

Dues

6. Membership dues shall be determined by the Board of Directors by October 15 for the next fiscal year and communicated to the SJCA members prior to the annual meeting.
7. Dues shall be paid within the first thirty (30) days of each year.
8. Membership dues may be changed by 66% vote of the Board of Directors, either in person or by written proxy.
9. There will be no refund of dues for full or part-year members. The Board may consider cases with extraordinary circumstances.

Board of Directors

10. The board of directors of SJCA will consist of seven members in good standing with SJCA.
11. The officers of the Board of Directors shall at all times include a President, Vice President, Treasurer, and Secretary.
12. The remaining three board members are the (1) Member Communications Director, (2) Social/Events Director, and (3) Tournament Director.
13. The President and Vice President shall serve in these positions for one year and the Treasurer and Secretary for two years. The Vice President shall automatically become president for the following year, completing the two-year term requirement. 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 by the board of directors.
14. The Treasurer will be elected in even years and the Secretary in odd years.
15. The term of the remaining three board members will be for two calendar years. The Social/Events Director and the Tournament Director will be elected in even years, while the Member Communications Director will be elected in odd years.
16. The Board of Directors for the upcoming calendar year shall have an organizational meeting by November 30st.

Election of Board Members

17. The Board shall select a Chairperson for the Nominating Committee to manage the process by August 1st each year. The Nominating Committee Chairperson shall select 2 SJCA members, in good standing to serve on the nominating committee by August 10th. The nominating committee will include one retiring board member (if available) to help address job positions and time requirement questions. Continuing board members are not eligible to be selected for the committee. The main responsibility of the committee is to solicit and review nominations for the board positions due for re-election.
18. The Nominating Committee will send an email (through the Member Communications Director) to the membership by August 17th indicating the officers' positions due for re-election and solicit nominations. Nominations from this process will close on August 31st.
19. The Nominating Committee will send an email (through the Member Communications Director) of the list of officer candidates to the membership by September 7th. Candidates will provide a brief paragraph stating their qualifications relevant to the position, and why they would like to serve on the Board.

20. Officer's position voting will take place from September 7th through September 21st, via email. In the event of a tie for the position, the current Board of Directors will vote to break the tie.
21. The Nominating Committee will send an email (through the Member Communications Director) to the membership by September 24th indicating the remaining board positions due for re-election and solicit nominations. Nominations from this process will close on October 5th.
22. The Nominating Committee will send an email (through the Member Communications Director) of the list of non-officer board position candidates to the membership by October 10th. Candidates will provide a brief paragraph stating their qualifications relevant to the position, and why they would like to serve on the Board.
23. Non-officer board position voting will take place from October 10th through October 24th, via email. In the event of a tie for the position, the current Board of Directors will vote to break the tie.
24. Candidates will be notified of the results prior to the Annual Meeting.
25. Nominations from the floor at the Annual Business Meeting will not be accepted.
26. The Board members for the following year will be introduced at the Annual Meeting.
27. The term of each Board member shall begin on January 1st and shall end on December 31st of any calendar year.
28. 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

29. See detailed Job Descriptions of board members in Appendix.

Meetings

30. Regular Board Meetings shall be held monthly on the days designated by the then current Board.
31. 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.
32. 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.

33. 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.
34. 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 and written proxy.
35. A quorum for the transaction of business by the Board of Directors shall consist of more than fifty percent (50%) of the Board members. Voting shall be either in person or by written proxy or absentee ballot.

Voting

36. Voting for Board members shall be in accordance with the process outlined in paragraphs 17 through 28.
37. Each member of the SJCA is entitled to one (1) vote.
38. All matters subject to a vote at membership and/or Board meetings shall be decided by majority vote.

By-Law Amendments

39. The BYLAWS may be amended at any membership meeting by a 66% vote of the members present at such meeting. No amendment shall be voted on without a two- (2) week written notice to members.

Governance

40. Roberts Rules of Order shall govern in all matters not covered by the BYLAWS.

Liability of Members

41. 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.
42. No Board member or member of the SJCA shall disburse funds or monies in his/her keeping that belong to the SJCA, without prior approval of the SJCA Treasurer.
43. 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

Title: General Requirements for All Board Members	Date: 8/08/2024
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All members of the Board of Directors shall represent the collective interests of the SJCA through leadership in the various functions of the SJCA intended to promote the activities and interests of the croquet community at St. James.

Essential Job Functions

- Regularly solicit the SJCA membership for issues/ideas and bring those items to the Board for consideration/resolution
- Assume leadership responsibility for one or more of the essential SJCA functions, a list of which is compiled for the upcoming year at the organizational meeting occurring by November 30th of the prior year.
- Solicit and organize additional committees/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

- Basic computer skills with word processing and email helpful
- Excellent Communications skills
- Organizational Skills

Saint James Croquet Association

Title: President	Date: 8/08/2024
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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

- Develop annual calendar for Board meetings
- 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
- Develop 3-5 year strategies for growth

Requirements

- Served at least 1 year on the Board or has had previous experience on other member boards
- Meet the General Requirements for all Board Members as well as these additional duties.

Other Skills/Abilities

- Skills/abilities as listed in the General Requirements for all Board Members as well as these additional skills/abilities
- 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: 8/08/2024
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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
- Represent the SJCA in the community
- 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.

Requirements

- Meet the General Requirements for all Board Members as well as these additional duties.

Other Skills/Abilities

- Skills/abilities as listed in the General Requirements for all Board Members as well as these additional skills/abilities
- 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: Treasurer	Date: 8/08/2024
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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 with new member information

Requirements

- Meet the General Requirements for all Board Members as well as these additional duties.

Other Skills/Abilities

- Skills/abilities as listed in the General Requirements for all Board Members as well as these additional skills/abilities
- Spreadsheet skills
- Financial Acumen

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: Secretary	Date: 8/08/2024
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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.

Requirements

- Meet the General Requirements for all Board Members as well as these additional duties.

Other Skills/Abilities

- Good computer skills-word processing, working with Google Groups and Google Sheets or other document sharing tools
- Skills/abilities as listed in the General Requirements for all Board Members as well as these additional skills/abilities

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: Member Communications Director	Date: 8/08/2024
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Position Overview

The Member Communications Director shall represent the collective interests of the SJCA through utilizing various communications vehicles to promote the activities and interests of the SJCA to its membership.

Essential Job Functions

- Maintain email member distribution list of paid members and interested non-members in Mailchimp
- Create & distribute SJCA weekly mail blast, to include notes about current week court schedule, upcoming events, reports on recent events, and occasional educational topics
- Keep the SJCA membership apprised of the different and evolving ways they can get involved in the activities of the Association
- Send members email reminders on tournaments, round robins, and social activities
- Assist other board members and committee chairs by distributing any announcements, invitations, and general updates for social events submitted by them. Create on-line sign-ups for events, providing regular registration updates to event leaders
- Report event results (with photos) for SJCA sponsored events
- Prepare photo slideshow (with music and captions) for the annual SJCA Board meeting

Requirements

- Meet the General Requirements for all Board Members as well as these additional duties.

Other Skills/Abilities

- Computer skills including word processing (e.g., WORD), spreadsheet (e.g., EXCEL, Google Sheets), contact management (e.g., Mailchimp, Constant Contact), cloud storage (e.g., Google Drive, Dropbox)
- Skills/abilities as listed in the General Requirements for all Board Members as well as these additional skills/abilities

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: Social/Events Director	Date: 8/08/2024
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Position Overview

The Social/Events Director shall represent the collective interests of the SJCA through arranging, communicating, and managing on- and off-court events designed to encourage interaction, build friendships among our members, and help grow membership, while providing SJCA members with a variety of playing opportunities

Essential Job Functions

- Develop a yearly calendar for all events, on and off court.
- Determine 'Open' play times and ensure that reservation schedule times are appropriately blocked
- Coordinate special occasion on and off court events such as National Croquet Day
- Coordinate with Tournament Director to prepare court facilities and obtain trophies/prizes for all planned tournaments
- Get Board pre-approval for all individual expenses, or any overrun of budget limit for a given activity, including logo sales
- Work with the SJCA VP for communication to Troon and Member Communications Director regarding all social and tournament events
- Responsible for bulletin board(s); material pertaining to association events
- Coordinate Logo apparel sales for members

Requirements

- Meet the General Requirements for all Board Members as well as these additional duties.

Other Skills/Abilities

- Skills/abilities as listed in the General Requirements for all Board Members as well as these additional skills/abilities
- Excellent Interpersonal 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: Tournament Director	Date: 8/08/2024
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Position Overview

The Tournaments Director structures opportunities for competitive play by SJCA members. This would include determining the structure of play, tracking and publicizing results, recommending fee structure (if any), and recommending and presenting awards.

Essential Job Functions

- Manage tournaments for golf croquet, 6-wicket, round robins, etc.
- Work to develop a method of ranking and/or assigning handicaps for SJCA members, to be used in tournament seeding and potential bisque play
- Function as or recruit a Tournament Manager who develops and implements tournament structure, flights, schedules, etc.
- Keep members apprised of opportunities outside of St James to play USCA Tournaments - Albemarle, Aiken, BHI, Chesapeake, Linville/Highland, Pinehurst, etc.

Requirements

- Meet the General Requirements for all Board Members as well as these additional duties.

Other Skills/Abilities

- Skills/abilities as listed in the General Requirements for all Board Members as well as these additional skills/abilities
- Excellent Interpersonal 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.
