



ESTABLISHED – 1911

BRIGHTON CROQUET CLUB INC

ABN 59 106 716 218

INC. REG. No.: A 0004755

BY – LAWS

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BRIGHTON CROQUET CLUB INC. – BY- LAWS

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SECTION ONE - CLUB MEMBER MATTERS

Part 1 – Opening

1. Preamble

These By-Laws set out the standard procedures and processes of the Club. Rules referenced by these By-Laws are defined in Brighton Croquet Club’s Constitution. The By-Laws provide a reference for guidance purposes, but they are not intended to confine or restrict development or improved practices. Any new or altered standard procedures should be included in these By-Laws from time to time.

2. Definitions

Definitions set out in the Club’s Constitution apply also to the By Laws.

3. Conflict between the Rules set out in the Club’s Constitution and these By-Laws.

The Club’s Constitution will prevail should there be any conflict between these By-Laws and the Constitution.

Part 2 – Annual General Meetings

4. Notice of Annual General Meeting

Subject to the requirements of the Constitution the Notice of the Annual General Meeting is to be:

- (a) in the form set out in the Club’s Master Register of Forms; and
- (b) include the election of Committee Members, the Club Captain and two delegates to the Bayside Regional Croquet Association.

5. Election of Committee Members, Club Captain and Regional Delegates

Subject to the requirements of Constitution - Part 5 - Division 3 - nominations for election to these positions shall be:

- (a) in the form set out in the Club’s Master Register of Forms;
- (b) be proposed and seconded in writing by two members of the Club;
- (c) accepted by the nominee in writing; and
- (d) be delivered to the Secretary seven days before the Annual General Meeting date.
- (e) If a ballot is required for the Captain or Delegates it shall be done by a show of hands unless a division is called.

6. Reports

In addition to the reports specified by Rule 31 - Annual General Meetings - in the Constitution, the following Reports shall be presented:

- (a) Treasurer’s Report; and
- (b) Report from the Club Captain.

Part 3 – Delegation of Responsibilities

7. Delegation of Powers

1. As provided for in the Constitution Rule 43 Division 1 – Powers of Committee, the Committee may establish any working parties, project sub-committees or offices to assist with the management of the Club’s operations and assets, including but not restricted to, the following (as required):-
 - (a) Buildings & Equipment Maintenance
 - (b) Cleaning Roster
 - (c) Defibrillator Monthly Check
 - (d) Fundraising
 - (e) Gardening
 - (f) Housekeeping
 - (g) Lawns Maintenance
 - (h) Advertising & Promotions
 - (i) Social Secretary
 - (j) Website manager.
2. The Committee will be responsible for the appointment, subject to their concurrence, of members to these offices.
3. The term of an appointment normally being twelve months, but there is no restriction as to reappointment.

Part 4 – Members Meetings

8. Members Meetings

1. The Committee has determined that it will convene a Members Meeting at least once every six months.

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2. The purpose of these meetings is to provide a communication forum involving club members and the Committee.
3. The Secretary shall, at least fourteen days before the date fixed for any Members Meeting, notify all members of that date by email and by posting a notice on the Club's notice board.
4. The Treasurer will prepare and place on the Club's notice board, at least seven days before the proposed Meeting, details of the club's financial statements as at the most recent quarterly date, 30th September, 31st December, 31st March or 30th June.
5. The ordinary business of a Members Meeting will be matters submitted by members in writing, duly proposed and seconded and received by the Secretary seven days before the meeting date. All such motions shall be a recommendation to the Committee to consider undertaking any proposed action, or to resolve an issue as raised.
6. All matters for a decision of a Members Meeting shall be determined by a show of hands unless a division is called. The result of any division is to be declared by the Chair who shall have a casting, as well as a deliberative, vote.
7. Members shall not have a right to vote by proxy at Members Meetings.
8. A quorum for a Members Meeting is the presence of at least 10% of the members entitled to vote.

Part 5 – Membership

9. Membership Application Form

All membership applications should be submitted in writing on a Membership Application Form

10. Social Members

1. Shall be a person accepted by the Committee as entitled to attend social functions at the Club.
2. Membership applications are processed in the same manner as for Club Members (Division 1 – Rule 8).
3. The Committee will set the subscription amount payable by Social Members.

11. Visitors

1. Shall be persons accepted by the Committee as entitled to play croquet at the club for a maximum of five visits.

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2. Visitors pay normal Green Fees.
3. Visitors:
 - (a) may be present at club meetings;
 - (b) but cannot propose, second or vote on any business of the meeting;
 - (c) are not eligible to hold any Club office;
 - (d) may not represent the Club in any external croquet competition; and
 - (e) are offered coaching free of charge.

4. Interim Members

Interim Membership is for those who have completed a U3A or similar introductory course, or have exhausted their entitlement to five Games as a Visitor, but are not ready to commit to full membership. This membership will be for up to three months and cost \$100 plus Green fees (as at July 2023); these fees may be varied by the Committee at later dates.

This membership can also be used by interstate visitors who are coming for more than five visits.

Interim members have the same standing at meetings, etc as Visitors under by-laws 11.3 (a) to (d).

Interim Members are a category of Associate Member under the Club Constitution clause 14.

Interim Members will usually proceed to full membership. It is not necessary to be an Interim member before becoming a full member.

Part 6 – Competitions

12. Club Championships – Association Croquet

1. The Club Captain is responsible for organising the Event.
2. The Committee, on the recommendation of the Club Captain will decide on the date the Championships will be held.
3. The event will involve block play based on each player’s handicap level wherein the player will be defined as being eligible for play in the:
 - (a) Division 1 Event for players handicapped 6 and below
 - (b) Division 2 Event for players handicapped 7 - 11
 - (c) Division 3 Event for players handicapped 12 - 16 and
 - (d) Division 4 Event for players handicapped 18 - 20.
4. A player may elect to enter a higher Divisional block than the one for which their handicap makes them eligible, but they can only play in one Championship event.
5. The event results will not be recorded on Handicap Cards.
6. Events will be cancelled if there are less than four entries.
7. Referees will be appointed as supervising.

13. Club Championships- Golf Croquet

1. The Committee will appoint a Championship Manager who is responsible for organising the Event.
2. The Committee, on the recommendation of the Championship Manager will decide on the date the Championships will be held.
3. The event will involve block play according to the number of entries, as in 12.3 for Association play, above.
4. The event results will not be recorded on Handicap Cards.
5. Events will be cancelled if there are less than four entries.
6. Referees will be appointed as supervising.

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14. Club Tournament (Association)

1. The Event – an Open Tournament - comprising level and/or handicap events organised in block draw format in handicap ranges as determined by the Tournament Manager.
2. The Tournament Manager and the Tournament Referee will be appointed by the Committee.
3. The Committee, on the recommendation of the Tournament Manager will decide on:
 - (a) the date of the event – traditionally it is held the first two weeks in September;
 - (b) the rules and playing conditions to apply; and
 - (c) the entry fee to be charged.
4. Referees will be appointed as supervising.
5. The Committee and the Tournament Referee may appoint coordinators for other tournament functions, e.g. catering, fundraising.

15. Howarth Shield (Association)

1. The Howarth Shield is open to Club Members in Division 4 – see 12.4.
2. The event is by way of a handicap singles competition (bisesques apply).
3. The Club Captain is responsible for organising the Event.
4. The Committee, on the recommendation of the Club Captain will decide on the date the event will be held.
5. The event will be conducted in block draw format.
6. The event results will not be recorded on Handicap Cards.
7. The event will be cancelled if there are not more than four entries
8. Referees will be appointed as supervising

16. Pinner Cup (Association)

1. The Pinner Cup is open to all Club Members. The Club Captain is responsible for organising the Event.
2. The event is advanced handicap doubles competition in high/low knock out format.

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3. The Committee, on the recommendation of the Club Captain will decide on the date the event will be held.
4. The event results will not be recorded on Handicap Cards.
5. The event will be cancelled if there are not more than four entries (eight persons).
6. Referees will be appointed as supervising

17. Bidy Dodd Memorial Challenge (Association)

1. The Bidy Dodd Memorial Challenge is open to Club Members in Division 2 and 3.
2. The Cup is an advanced handicap singles event - conducted in block draw format.
3. The Club Captain is responsible for organising the Event.
4. The Committee, on the recommendation of the Club Captain will decide on the date the event will be held.
5. The event will be conducted in block draw format.
6. The event results will not be recorded on Handicap Cards.
7. The event will be cancelled if there are not more than six entries.
8. Referees will be appointed as supervising.

Part 7 – Playing Days

18. The Season

The season shall commence and end at the discretion of the Committee.

19. Use of the Lawns

Non-members are not permitted to take part in practice or make use of the lawns, or use any material belonging to the Club except at the invitation of a member and for a fee fixed by the Club.

20. Playing Days

So as to optimise the available courts and permit a balanced approach to their use, the following schedule of playing times by type of croquet has been developed and approved by the Committee.

21. Club Days

1. Will normally comprise two sessions of play, one starting at 10.00am, the other 1.30pm.
2. The Club Captain (or Nominee) will allocate games and participants.

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3. To be included in the Club Day draw players need to arrive by 9.50am or 1.20pm (respectively). Players who arrive late will have to wait for a game.

22. Playing Schedule:

Monday	During Pennant Season one lawn is allocated to Pennant Play, and two lawns are available for other players.
Tuesday	Club day for Association players.
Wednesday	During Pennant Season one lawn is allocated to Pennant Play. Club Day for Golf croquet players.
Thursday	Club Day for Association players.
Friday	Club Day for Golf croquet players. Lawns mown in morning.
Saturday	Club Day for Association players. Lawn available for Golf croquet in the afternoon.
Sunday	Golf Croquet played from 1.30pm.
General	On all days, after scheduled Club play – lawns are available to any member. Lawns are available for practice when they are not being used on Club Days or for Pennant Play.

23. Dress Code

If on the lawns, flat soled shoes must be worn at all times.
Players are encouraged to wear a hat and use sun screen as appropriate.

Club Colours are to be worn in competitions or when representing the Club, but are not mandatory on Club playing days or for practice.

“Club Colours” are predominantly white, with a little light blue (sky blue).

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24. Green Fees and other playing matters

All Club Days: The structure and amount of Green fees shall be set annually by the Committee.

Practice: There is no extra or Green Fee payable for solitary practice sessions.

Players representing the Club in open competition (e.g. Pennant Competitions) are not required to pay greens fees for such games.

Members should complete the Members Sign-In book each time they play.

Visitors should fill in the Visitors Sign-In book.

Part 8 – General

25. Club Keys

To facilitate the use of the Club’s playing facilities out of scheduled playing hours members can purchase a set of club keys. Keys are charged at cutting cost, and a refund of \$10 will be made on return of keys to the Club.

26. General Responsibilities

Members are responsible for keeping the club rooms tidy, taking out the rubbish, placing the bins on the nature strip, preparing the lawns for mowing and keeping the hedges trimmed.

27. Equipment

All players are responsible to help with the setting out and putting away of all equipment (for example cushions, balls, hoops, clips and pegs).

28. Security

The member who is last to leave the Club’s premises is responsible to ensure the security of the Club’s premises – this includes checking that all doors and windows are shut and locked, gas, water and electricity, etc switched off as appropriate.

29. “Working Bees”

Members are expected to assist with routine maintenance of the club’s facilities. To this end from time to time the Club’s committee will seek volunteers to form ‘working bees’ to undertake these maintenance tasks.

30. Alteration of the By – Laws

These By – Laws may only be altered by the passing of a resolution by not less than three quarters of the Committee.

SECTION TWO – COMMITTEE MATTERS

Part 9 - Committee Meetings

31. Committee Members area of responsibility

Committee members may be allocated oversight of particular areas of the Club's operations, and be assigned as the point of contact between the operational area and the Committee. Refer to section 7 for a list of current areas of operation

32. Reports

1. At Committee Meetings other than special or urgent committee meetings reports are to be presented by:
 - (a) Treasurer
 - (b) Club Captain
 - (c) Lawns Representative
 - (d) Regional Association Representatives
 - (e) Pennant Captain / Deputy

2. The Treasurers Report is to include latest monthly financial data by way of:
 - (a) A year to date Statement of Income & Expenditure,
 - (b) Details of all payments (Cash, EFT and Direct Debit) made since last report,
 - (c) A summary of month end bank balances.
 - (d) The Treasurer shall make any financial documents available to Committee members on application.

Part 10 - Finance

33. AUTHORISATION OF PAYMENTS

1. The committee has delegated to the following parties authority to authorise payments or enter into financial commitments for the Club.

Authorisation of Payments			
Up to \$200	Up to \$1000	Up to \$3000 for Pre-Approved Suppliers	More than \$3000 and non pre-approved suppliers above \$1000.
Single Authorisation	Dual Authorisation	Dual Authorisation	Motion approved by Committee or at a General Meeting
Disbursement of Funds			
One signature (cash) Two authorisation codes (electronic payment)	Two authorisation codes (electronic payment)	Two authorisation codes (electronic payment)	Two authorisation codes (electronic payment)
Payments monitored and reported by Treasurer and listed in monthly financial report	Payments reported by Treasurer and reviewed by Committee at each Committee Meeting	Payments reported by Treasurer and reviewed by Committee at each Committee Meeting	Payments reported by Treasurer and reviewed by Committee at each Committee Meeting

2. Single Authorisation is by any one Club Office Bearer, Dual Authorisation is by any two Club Office Bearers. Club Office Bearers are the President, Senior Vice President, Junior Vice President, Secretary, and Treasurer.
3. Authorisation of payments may be subject to a post event review by Committee

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4. If a need arises for an urgent payment that requires approval beyond the above approval authorities, and where the convening of an emergency Committee meeting is not possible, then any two of the Club Office Bearers, together with any one of the Ordinary Members of the Committee may approve such payment as a special matter. Such approvals must be referred to the Committee as soon as possible, together with an explanation as to why an emergency approval was required.

5. **Pre-Approved Supplier Payments**

The Committee can approved the designation of a supplier of goods and services to the Club as a 'Pre-Approved' supplier, to be reviewed annually by the Committee.

The Committee delegates to the Treasurer authority to approve, as appropriate, payments to a Pre-Approved supplier.

6. **Direct Debits**

The Committee has delegated to the Treasurer authority to establish Direct Debit payment arrangements with Utility Companies and Government agencies for payment of Rates and Services, to be reviewed annually by the Committee in February each year. Direct Debit bills can be issued electronically and sent to the Club's email address brightoncroquetclub@gmail.com

The Treasurer must verify all Direct Debit related bills and has the authority to approve, as appropriate, Direct Debit transactions for payment. Any use of this authority is to be reported, as part of the Treasurer's monthly report to the Committee.

7. Invoices received but not paid will be listed separately in the monthly finance report prepared for Committee by the Treasurer.

34. Significant Accounting Policies

The Club's annual financial accounts are to be prepared as a special purpose financial report.

The financial reports are to be prepared on a cash accounting basis.

The Notes to the financial statements will include a statement as to whether or not the club has given any mortgage, charges or securities of any description affecting any property of the club at the end of the financial year.

The following specific accounting policies, unless stated otherwise in the accounts, are to be adopted in the preparation of the financial report.

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(a) Income Tax

The association is classified as an exempt sporting club for income tax purposes, and therefore is not required to pay any income tax.

(b) Property, Plant Equipment

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation.

Purchases of plant and equipment under \$5,000 are expensed in the year of purchase.

(c) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on Hand, at banks and on deposit.

(d) Goods and Services Tax (GST)

GST is recognised as part of the costs of acquisition of the asset or part of an item of expenses. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

(e) Inventories

The Club is to have an inventory of items used in its normal operations or purchased for resale to members and general public. These items are to be treated in one of two ways:

- i. If the inventory item has a cost value less than \$1,000 the cost will be expensed in the year of purchase; or
- ii. In all other cases the item will be carried as inventory and valued at cost or fair market value. The valuation being reviewed by the Committee at least annually.

35. Attendance electronically at meetings

The Associations Incorporation Reform Act 2012, amended April 2020 (which governs our club Constitution) now states that general meetings (section 62) and Committee meetings (section 79) may be attended by members “using any technology that allows members to clearly and simultaneously communicate with each other participating member.” And a member “who participates in a meeting in a manner permitted [as above] is taken to be present at the meeting” and if they vote is taken to have voted in person. This replaces the need to attend in person specified in the Constitution.

This amendment is adopted by the club.

Addendum

The Club has various policies and procedures developed to guide our practice on things like:

- Covid precautions,
- Respect for other players and members,
- Allocation of play on Club Days,
- Working with children,
- Extreme weather,
- Hoop management.

Copies of these can be found in the clubhouse, and are communicated to members from time to time.