

# SOUTH AUSTRALIAN CROQUET ASSOCIATION INCORPORATED



## BY LAWS AND STANDING ORDERS

14<sup>th</sup> November 2012

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## **PART B – BY-LAWS**

### **21.1 ORGANISATIONAL STRUCTURE**

#### **COUNCIL OF AFFILIATED CLUBS**

REPRESENTING ALL REGISTERED CROQUET SA MEMBERS. One member for each registered club and one vote per Council member. Each member of the Board is also a member of Council and has one vote. To meet 3 times a year.

#### **EXECUTIVE COMMITTEE (Office Bearers)**

TO HANDLE EMERGENCIES, APPEALS AND DISPUTES. President, Vice President, Executive Director and Treasurer. To meet as required.

#### **THE BOARD**

President, Vice President, Executive Director, Treasurer plus the Association Croquet, Golf Croquet, Sport Development and Headquarters Directors. To meet monthly.

#### **RESPONSIBILITIES OF BOARD MEMBERS**

**President:** Be the Principal Officer of the Association and assume responsibility for Risk Management. Chair meetings of Council, Board and Executive Committees.

**Vice President:** Insurance Coordination and Harassment Protection.

**Executive Director:** All correspondence, club directives, club support, banking, queries from members and the public, reporting requirements, Office Assistant where appointed. Oversee the duties of the Web Site Manager, Registrations Officer and the Hoop Points Editor.

**Treasurer:** All financial matters and fundraising.

**Association Croquet Director:** Chair a committee comprising the following Coordinators: Refereeing, Events, Coaching, Selection, Handicapping and a committee secretary.

**Golf Croquet Director:** Chair a committee comprising the following Coordinators: Refereeing, Events, Coaching, Selection, Handicapping and a committee secretary.

**Sports Development Director:** Responsible for Aussie Croquet, Junior Sport & Disability Sport, and Publicity, Promotion & Media Liaison. May appoint Coordinators for some or all of these functions, and convene and chair a Sports Development Committee if considered desirable.

**Headquarters Director:** Responsible for all greens and grounds, all buildings, kitchen and clubhouse management. May co-opt people to assist with these functions either on an ad hoc or ongoing basis, and may convene and chair a Headquarters Committee if considered desirable.

## **21.2 FUNCTIONS**

### **ASSOCIATION CROQUET COMMITTEE - Clause 30.**

Chairperson - Association Croquet Director. Board position.

Association Croquet Coaching Coordinator to chair the AC Coaching Sub-Committee.

Association Croquet Refereeing Coordinator to liaise with the AC National Refereeing Director.

Association Croquet Events Coordinator to chair the AC Events Sub-Committee.

Association Croquet Selection Coordinator to chair the AC Selection Sub-Committee.

Association Croquet Handicapping Coordinator to liaise with the AC National Handicapper.

Committee Secretary. Minute taking and photo-copying, liaison with the Executive Director.

**7 members** plus the power to co-opt for specific purposes and times.

### **GOLF CROQUET COMMITTEE - Clause 31.**

Chairperson - Golf Croquet Director. Board position.

Golf Croquet Coaching Coordinator to chair the GC Coaching Sub-Committee.

Golf Croquet Refereeing Coordinator to liaise with the GC National Refereeing Director.

Golf Croquet Events Coordinator to chair the GC Events Sub-Committee.

Golf Croquet Selection Coordinator to chair the GC Selection Sub-Committee.

Golf Croquet Handicapping Coordinator to liaise with the GC National Handicapper.

Committee Secretary. Minute taking and photo-copying, liaison with the Executive Director.

**7 members** plus the power to co-opt for specific purposes and times.

### **SPORTS DEVELOPMENT (Clause 34)**

The Sports Development Director is a Board position, responsible for Junior Sport & Disability Sport, Aussie Croquet and Publicity, Promotion and Media Liaison.

### **HEADQUARTERS. (Clause 33)**

The Headquarters Director is a Board position, responsible for all greens and grounds, all buildings, kitchen and clubhouse management.

### **CALENDAR COMMITTEE – Clause 32.**

Directors of AC and GC

Events Coordinators of AC and GC

**4 members** plus the power to co-opt for specific purposes and times.

To meet annually, thereafter as required.

All committee coordinators have the power to co-opt for specific duties and for specified times.

## **22. AFFILIATED CLUBS**

- 22.1. Each affiliated club shall be represented on the Council in accordance with Clause 5.3.2. All Clubs may be represented by a proxy delegate.
- 22.2. Affiliated clubs are to notify the Honorary Secretary of the Association immediately of any change of name or address of its President, Secretary or delegate.
- 22.3. Affiliated clubs must pay to the Association as soon as possible after the AGM (see Clause 4.7.), an annual club affiliation fee together with the player registration fee ratified at the AGM. Each club shall submit with such fees a schedule of:-
  - Names of the President, Secretary and Treasurer.
  - All playing members.
  - Playing members addresses and telephone numbers.
  - The name of the club from which any member has transferred or has re-joined since the previous schedule was submitted.
- 22.4. The player registration fee referred to in Clause 22.3. shall be for the period October 1<sup>st</sup> to September 30<sup>th</sup> of the following year, as per Appendix III
- 22.5. Affiliated clubs shall up-date their schedule of playing members by notice to the Association immediately such members join, re-join, resign *or* transfer to/from another club.
- 22.6. Where a registered player transfers from one affiliated club to another, no further registration fee is required until the following financial year. Registration fees are not refundable.
- 22.7. In the event of a person being simultaneously a member of two or more affiliated clubs, a registration fee shall be paid by only one club and the club which pays the registration fee shall have first call on that player's services unless a clearance in writing is given by that club for the player to represent the new club.
- 22.8. Only registered players of the Association are permitted to take part in official competitions, except for specified Open Events as determined from time to time.
- 22.9. Any competition, whether Croquet SA or Club, which includes a non-registered player will cause all results for that player in that game to be rendered null and void.

## **23. DELEGATES TO COUNCIL**

- 23.1. An affiliated club that fails to be represented by its delegate or proxy at two consecutive Council meetings may, at the discretion of Council, forfeit all its rights therein. The Executive Director of the Association shall notify the Secretary of any club whose delegate has been absent for two consecutive meetings. That place in the Council shall become vacant and the vacancy shall be filled by the Club, or at the Club's request, filled by the Board.
- 23.2. A delegate may represent only one club and shall hold office until a successor is appointed.
- 23.3. If a delegate is unable to attend a Council meeting, the delegate concerned may send a proxy, subject to Clause 5.3.2., having first notified the Secretary of the Association prior to the meeting. A proxy is vested with the full powers of a delegate for the time being, and is entitled to vote.
- 23.4. Voting at Council meetings shall be as outlined in Standing Orders, Clause 138.

## 24. MANAGEMENT BOARD

- 24.1. There shall be established a Management Board under Clause 5.4. of the Constitution, (See also Clause 21.), whose terms of office shall be for a maximum of 3 terms of 2 years unless otherwise directed by Council.
- 24.2. The Board shall:-
  - 24.2.1. Meet monthly and conduct the business of the Association in accordance with policies laid down by Council.
  - 24.2.2. Be authorised to spend on non-running expenditure up to a sum determined by the AGM without recourse to Council.
  - 24.2.3. Supervise and manage the finances and property of the Association.
  - 24.2.4. Manage the Association playing area, surrounding grounds, buildings and clubhouse.
  - 24.2.5. Conduct the playing operations of the Association through the various committees & sub-committees concerned.
  - 24.2.6. Liaise with Local, State and Federal Government authorities and other sporting bodies as appropriate.
  - 24.2.7. Circulate a monthly newsletter to clubs and delegates.
  - 24.2.7. Hear appeals from clubs or individuals after any dispute or disciplinary matters have been dealt with under Clause 41.
  - 24.2.8. Bring recommendations on any matter to Council.
- 24.3. Membership of the Board shall cease:-
  - 24.3.1. Upon the acceptance by Council of a resignation in writing.
  - 24.3.2. At the discretion of the Council upon the member failing to attend three consecutive Board meetings and/or failing to provide a satisfactory explanation for such absence when requested to do so.
  - 24.3.3. By failure to carry out satisfactorily the duties stated either in the relevant By-Laws and/or the specific directions of Council.
  - 24.3.4. By conduct which is deemed to be unsatisfactory.
- 24.4. A two-thirds majority vote shall be required under these provisions, and any decision of Council under this Clause shall be final.

## 25. ELECTIONS

- 25.1. The **Executive Committee** and the **Office Bearers** of the Association shall be the:-
  - President
  - Vice-President
  - Executive Director
  - Treasurer
- 25.2. All **registered players** of the Association are eligible for election to office, and membership of, or Chairperson of, any Committee or Sub-Committee.
- 25.3. All elections shall be conducted at the AGM as shown in Appendix II.
- 25.4. Nominations shall be made only by a member of Council and must be lodged with the Executive Director at least two weeks prior to the AGM and be signed by the nominee, proposer and seconder.
- 25.5. In the event of only one nomination for an office, the nominee shall be considered elected unless under Clause 138.1. a ballot is called for.
- 25.6. In the event of the only nomination **not** being accepted, the position shall be declared a casual vacancy and shall be dealt with by the Board.

**President.**

The President shall:

- 25.7. be the Principal Officer of the Association and assume responsibility for Risk Management.
- 25.8. chair all Council, Board and Executive meetings.
- 25.9. be a member ex-officio of all sub-committees; shall not be required necessarily to attend same and shall not have a vote thereat.
- 25.10. have a casting vote in addition to the normal deliberative vote in the event of a tied vote.
- 25.11. have the right to be one of the State delegates to the Australian Croquet Association AGM.
- 25.12. ensure that the policies of the Association and Council are properly implemented and co-ordinated.
- 25.13. Should the position of President become vacant, then a Special Council Meeting shall be called for the purpose of filling that position.

**Vice-President.**

The Vice-President shall:

- 25.14. assist the President wherever possible and shall carry out the duties of the President in his/her absence.
- 25.15. shall receive insurance claims and to liaise with Croquet Australia regarding insurance matters. Assume responsibility for The Harassment Protection Policy.

**The Executive Director.**

The Executive Director shall:

- 25.17. convene and attend Council, Board and Executive meetings.
- 25.18. receive all incoming correspondence.
- 25.19. attend to all outgoing correspondence.
- 25.20. ensure that proper minutes are kept of all meetings as in 25.8.
- 25.21. be the Public Officer of the Association unless another person is specifically appointed to the position.
- 25.22. oversee the duties of the Registrations Officer.
- 25.23. maintain a record of all equipment, trophies and other property held by the Association.
- 25.24. ensure that the decisions of meetings are communicated, understood and carried out.
- 25.25. ensure that the premises are properly prepared for all official occasions.  
ensure that a monthly newsletter is published and distributed to all clubs, delegates, Board members, Honorary Life Members, Player Life Members and individual registered players who have paid the required fee and to have a copy placed in the designated place in the Association club house to be available as a reference copy.
- 25.26. ensure that the Constitution and Handbook of the Association are kept up to date with all changes and alterations as directed by Council.
- 25.27. ensure safe custody of the Official Seal of the Association.
- 25.28. prepare comprehensive Agenda for all official meetings.
- 25.29. maintain a register of attendance of delegates.
- 25.30. lodge applications for Government grants each year as appropriate.
- 25.31. receive and promulgate results of Interstate Cup matches on a daily basis.
- 25.32. oversee the duties of the Office Assistant where appointed.
- 25.33. oversee the duties of the Web Site Manager.
- 25.34. do all the banking on behalf of the Association.

- 25.35. handle accessories available for sale. e.g. Law Books, badges, gauges etc.
- 25.36. shall supply each year a list of players as described in Clause 53.21. (ACA Handbook) to the ACA Secretary.
- 25.37. ensure Hazard/Incident/Injury Reporting is undertaken as outlined in Clause 44.

**Treasurer.**

The Treasurer shall:

- 25.38. receive all money on behalf of the Association and ensure its safe custody.
- 25.39. attend to payment of all accounts at the discretion of the Board, or in extraordinary circumstances, the President. Signatories for this purpose always to be the President, Vice-President, Secretary Executive Director and Treasurer, with any two to sign.
- 25.40. keep adequate and proper books of account, such records to always remain the property of the Association.
- 25.41. report the financial position monthly to the Board and to each Council meeting and to the AGM.
- 25.42. place on the Notice Board a monthly Financial Statement setting out the then current position of the Association.
- 25.43. recommend the lodgement of funds to ensure suitable return on funds held. submit all financial records for audit.
- 25.44. prepare an Annual Budget of Receipts and Payments.
- 25.45. recommend to the Council the fees and levies defined under Clause 22.3. and the charge for refreshments and a non-running expenditure limit as defined in Clause 24.2.2.
- 25.46. request from each Board Director a prioritised budget by the end of March in each year.
- 25.47. as a matter of urgency, make decision within those areas under control of that office, but must stay within the limits of all approved budgets. A report of such decisions must be made to the Board at its next meeting.
- 25.48. shall keep the operating account for the Association.
- 25.49. The funds of the Association shall be derived from annual club filiation fees, player registration fees, donations, sponsorships, Government grants, loans from clubs, players, or any other bodies or persons, fund raising activities and such other sources as determined by Council.
- 25.50. Members and registered players of the Association have no personal rights in the property of the Association and the Association shall not carry on business for the personal profit of individual members.
- 25.51. The assets and income of the Association shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.
- 25.52. The financial year of the Association shall be the fiscal year for which period the Annual Financial Statements, duly audited, are to be presented.

**26. APPOINTMENTS**

**26.1. Archivist.**

The Archivist shall:-

- 26.1.1. be appointed annually or as required.
- 26.1.2. report annually to Council at the AGM.



**26.2. Office Assistant.**

The Office Assistant shall:-

- 26.2.1. assist the Executive Director in carrying out those duties in Clause 25.4., and to be responsible to that person.

**26.3. Assistant Treasurer.**

The Assistant Treasurer shall:-

- 26.3.1. assist the Treasurer in carrying out those duties in Clause 25.5., and be to responsible to that person.

**26.4. Web Site Manager**

The Web Site Manager Shall:-

- 26.4.1. be responsible to the Executive Director.
- 26.4.2. maintain the Croquet SA Web Site and update it at least monthly.
- 26.4.3. liaise with Events & Programming and the State Handicappers.

**26.5. Hoop Points Editor**

The Hoop Points Editor shall:-

- 26.5.1. ensure that a monthly edition of Hoop Points is ready for distribution by the 28<sup>th</sup> day of each month.
- 26.5.2. ensure that copies are provided for every club and every club's delegate, plus provide copies for all Board Members, plus copies for any registered player who pays the required fee for a personal copy.
- 26.5.3. publish information from members of the Board, clubs and individuals with newsworthy item if such information reaches the editor by the deadline.
- 26.5.4. ensure that free advertisements from clubs are kept to the stipulated number of lines and that larger advertisements are paid for at the stipulated rates.
- 26.5.5. refrain from any personal comments or to include any other material that has not been cleared with the Executive Director.
- 26.5.6. liaise with the Executive Director in all matters.

**26.6. Insurance Coordinator**

shall:-

- 26.6.1. be the Vice President or another member of the Board.

**26.7. Registrations Officer**

shall:-

- 26.7.1. maintain a complete record of all registered players.
- 26.7.2. accept the names and handicaps of new players into the record as soon as all relevant fees have been paid.
- 26.7.4. adjust the record when players change clubs.
- 26.7.5. liaise with all relevant bodies for the purpose of ensuring that all players are registered.

**26.8. The State Coaches**

- 26.8.1. All persons interested in being appointed to a position of State Coach should apply in writing to the Director of Association croquet or the Director of Golf Croquet by the end of the next month that the Interstate Cup is played each year, giving details of their experience and stating reasons why they believe they would be suitable for the position. Applications are to include a proposed training program. The applications will be considered by the AC Committee or GC committee as appropriate and recommendations will be made to the Board. The Board will consider the recommendations and appoint the State Coach. The Board will notify the successful applicant.
- 26.8.2. The appointed person shall take office immediately.

The State Coach for Association Croquet shall:-

- 26.8.3. be responsible for the training program of the State Squad and the State Team of Association Croquet players. The training program will be presented to the Board within one month of the selection of the State Squad.
- 26.8.4. be a currently accredited Level 2 or higher coach under the National Coaching Accreditation Scheme (NCAS), of the Australian Sports Commission. In an emergency the minimum level acceptable shall be Level 1.
- 26.8.5. be responsible to the Board.
- 26.8.6. have signed the approved Agreement Form between Croquet SA and the State Team members.
- 26.8.7. prepare a comprehensive report on the Interstate Cup Competition and submit it to the Leader of the Selection Committee.

The State Coach for Golf Croquet shall:-

- 26.8.8. be responsible for the training program of the State Squad and the State Team of Golf Croquet players. The training program will be presented to the Board within one month of the selection of the State Squad.
- 26.8.9. be responsible to the Board.
- 26.8.10. have signed the approved Agreement Form between Croquet SA and the State Team members.
- 26.8.11. prepare a comprehensive report on the Interstate Cup Competition and submit it to the Leader of the Selection Committee.

**26.9. Vacant.**

**26.10 Vacant**

**26.11.The State Teams Managers**

- 26.11.1. shall organise the practice requirements as required by the State Coaches.
- 26.11.2. shall ensure that all players are aware of their responsibilities with regard to uniforms and practices.
- 26.11.3. shall arrange for transportation to and from, and accommodation for the State Teams, at the venue of the Interstate Cup Competitions.
- 26.11.4. shall consult with players in the selection of an appropriate playing uniform and take these recommendations to the Board and arrange for the purchase of the same when necessary, after approval.
- 26.11.5. shall consult with the Treasurer with regard to anticipated Croquet SA's financial support for the State Teams
- 26.11.6. shall organise any fundraising event in consultation with the State Teams.
- 26.11.7. shall deal with the day-to-day off-court management of the State Teams during the Interstate Cup Competitions.
- 26.11.8. shall ensure daily results of the Interstate Cup matches reach Croquet SA's Executive Director.
- 26.11.9. shall be responsible to the Board.

**27. Vacant.**

## **28. COMMITTEES & SUB-COMMITTEES - General**

- 28.1. The Board shall establish committees and sub-committees under Clause 12. and it shall set By-Laws for each committee and sub-committee.
- 28.2. The directors of standing committees are to be elected at the AGM.
- 28.3. Nominations for directors of committees are to be lodged with the Secretary 6 weeks prior to the AGM. The Board will make recommendations to Council.
- 28.4. A registered player may be a director of only one committee, but may be a member of other committees or sub-committees.
- 28.5. Designated committees and sub-committees are to be formed and shall meet regularly.
- 28.6. Members of committees and sub-committees are to be approved by the Board but do not need to be members of the Board or Council.
- 28.7. Membership of all committees, including the Directors, and sub-committees will be for a maximum of 3 terms of 2 years or as directed by the Board.
- 28.8. Committee and sub-committee members who are absent for more than 2 consecutive meetings will lose their position on the committee or sub-committee unless their reasons for absence are acceptable to the Board.
- 28.9. Committees and sub-committees shall consist of neither less than 3 nor more than 10 members, including chairpersons.
- 28.10. Committees and sub-committees shall have the power to co-opt for special purposes for a specified period.
- 28.11. Appointments to vacancies shall be approved by the Board on recommendation from the Committee Director or sub-committee concerned.
- 28.12. All committees and sub-committees shall report to the Board.
- 28.13. Minutes are to be kept of proceedings and are to remain the property of the Association.
- 28.14. Power, scope and duties of committees and sub-committees are defined below in the appropriate By-Laws for the committee and sub-committee concerned.

### **29. Ad Hoc Committees.**

- 29.1. Shall be formed from time to time by Council or the Board with specific terms of reference.
- 29.2. Shall not have membership on the Board, but shall report to and be responsible to the Board who shall report to Council.
- 29.3. Members need not be appointed by Council.
- 29.4. Shall lodge into relevant accounts any money raised from their activities.

### **30. Association Croquet Committee.**

The committee shall:

- 30.1. have the Association Croquet Director as chairperson.
- 30.2. represent the needs of all Croquet SA registered Association Croquet players.
- 30.3. promote, foster and encourage the playing of Association Croquet throughout South Australia.
- 30.4. ensure that Laws of Association Croquet are used for all competition throughout South Australia.
- 30.5. keep abreast of new competitions, teaching techniques, and equipment available to the sport.
- 30.6. control the day-to-day running of all Association Croquet events at Croquet SA grounds (and other places as occurs from time to time) in accordance with published rules, except those controlled by a Special Events (Ad Hoc) Committee.

30.7. roster Referees, Umpires and Day Managers as required and ensure such persons are properly briefed on their duties in accordance with Regulations.

30.8. maintain a record of all results, publish in Hoop Points the names of winners of all events and make available a copy of all results to the Association Handicapper at the conclusion of each event. Liaise with the Web Site Manager.

30.9. be responsible for the purchase or acquisition of all trophies, prizes, medals, pennants and the like after Board approval.

30.10. recommend to the Board the date(s) on which presentation of the above shall be made and to liaise with the Headquarters Director re catering.

### **31. Golf Croquet Committee**

The committee shall:

31.1. have the Golf Croquet Director as chairperson

31.2. represent the needs of all Croquet SA registered Golf Croquet players.

31.3 promote, foster and encourage the playing of Golf Croquet throughout South Australia.

31.4. ensure that WCF Rules of Golf Croquet are used for all competition throughout South Australia.

31.5. keep abreast of new competitions, teaching techniques, and equipment available to the sport.

31.6 attend promotional days and tournaments around the State, demonstrating Golf Croquet to as wide an audience as possible.

31.7. liaise with other States to obtain information on the progress of Golf Croquet in those States .

31.8.roster Referees and Day Managers as required and ensure such persons are properly briefed on their duties in accordance with Regulations.

31.9. maintain a record of all results, publish in Hoop Points the names of winners of all events and make available a copy of all results to the Golf Croquet Handicapper at the conclusion of each event. Liaise with the Web Site Manager.

31.10. be responsible for the purchase or acquisition of all trophies, prizes, medals, pennants and the like after Board approval.

31.11. recommend to the Board the date(s) on which presentation of the above shall be made and to liaise with the Headquarters Director re catering.

### **32. Calendar Committee**

The committee shall:

32.1. Comprise the Directors of AC and GC, and the Events Coordinators of AC and GC.

32.2. Decide the dates for events and the allocation of lawns at Croquet SA headquarters. Coordinate any joint AC/GC activities that might be undertaken.

### **33 - 40. Vacant.**

## **41. DISPUTES**

- 41.1. In the event of disputes arising between clubs, registered players, officials, Association officers, groups, committees or any other entities or for alleged misconduct, the following procedures shall apply.
- 41.2. Upon request from any of the above, together with a Disputes Lodgement Fee, Croquet SA shall have power to enquire into and determine questions of dispute. This fee is returnable if the dispute is proven
- 41.3. Any affiliated club or member refusing or neglecting to abide by the decision of the Council on any matter after one month from notice being given of the dispute, may, at the discretion of the Council, cease to belong to or have any representation on Council, until amends be made to the satisfaction of Council. See Clause 39.7.
- 41.4. Any delegate of a club being party to a question at issue shall not have a vote in the decision thereon.
- 41.5. **Those matters arising in the course of play or arising there from.**
  - 41.5.1. The matter in question shall be detailed in writing within 7 days of the incident and sent to the Executive Director of the Association.
  - 41.5.2. This shall be submitted to the State Refereeing Director for a ruling and for interpretation of the Laws if it falls within that scope. Those finding shall be given to each of the disputants.
  - 41.5.3. If the matter is not resolved then the Events & Programming Committee shall:-
    - 41.5.3.1. Verify the report(s) or statement(s).
    - 41.5.3.2. Take evidence from all parties concerned.
    - 41.5.3.3. Process such reports in the following manner.
      - Ensure the report is in writing and then have it verified.
      - Take evidence from all parties concerned.
      - Take appropriate action.
      - Attend and give evidence at any Appeal Board hearing(s) or any further appeal to the Board or Council.
  - 41.5.4. Any reports dismissed are to be expunged from all records.
  - 41.5.5. Any person or body not satisfied with ruling and decisions given under these provisions may appeal within 7 days to the Appeals Board (The Executive Committee).
  - 41.5.6. A further appeal may be made to the Board (within 7 days), and if the appellant is still dissatisfied, then the final appeal (which must be made within 7 days), shall be heard by the Council.
- 41.6. **Those matters which do not fall within the scope of 41.5., above shall be dealt with as follows:-**
  - 41.6.1. Any aggrieved party shall forward a written complaint detailing all facts within 90 days of the incident to the Executive Director of the Association requesting that the matter be dealt with under this Clause.
  - 41.6.2. On receipt of such request the Executive Director shall advise all parties involved or likely to be involved in the hearing(s) of the request.
  - 41.6.3. On receipt of such request the Executive Director shall also forthwith call a meeting of the Executive Committee which shall at its discretion depending on the nature of the matter submitted and the parties involved, either:-
    - 41.6.3.1. Constitute itself a Disputes Committee provided that no member of the Executive is directly or indirectly involved in the alleged matter.
    - 41.6.3.2. Appoint three independent persons with the power to co-opt, to constitute a

- Disputes Committee to investigate that particular matter only.
- 41.6.4. In its deliberations the Disputes Committee shall be authorised to take evidence and information from the parties to the matter and from such other sources as it deems appropriate in the best interest of the Association.
  - 41.6.5. The Committee's approach shall be one of mediation and shall be directed towards reconciliation of the parties.
  - 41.6.6. Should it appear to the Disputes Committee after hearing all sides of the dispute, that any course of disciplinary action is either necessary or desirable, it shall make such recommendation(s) as it sees fit to the Board.
  - 41.6.7. The Board shall receive such report from the Disputes Committee and either confirm, vary or adopt appropriate recommendations.

**41.7. Decisions and Penalties.**

- 41.7.1. Sanctions decided under these provisions may include the following or any combination thereof:-
- 41.7.2. Discharge the matter without penalty or sanction.
- 41.7.3. Reprimand and/or caution.
- 41.7.4. Disqualification from a particular game or competition.
- 41.7.5. Loss of points from any game or competition.
- 41.7.6. Loss of registered player privileges for a stated period including any team selections and events.
- 41.7.7. Suspensions from any office or position held.
- 41.7.8. Removal from any office or position held.
- 41.7.9. Such other sanction(s) as may be considered appropriate.
- 41.7.10. As a final resort de-registration of a player under Clauses 39.7.11.–13. or other parties under Clause 39.3.
- 41.7.11. Any registered player whose conduct in any area or activity connected with croquet may appear to the Board to be injurious to the Association or its objects for the proper administrations of croquet within the state of South Australia, and, who on request by the Board fails to give satisfactory explanation, may be removed from the Register of players.
- 41.7.12. Following the decision by the Board, the registered player so expelled shall within one calendar month thereof have the right to lodge with the Executive Committee a further appeal in writing. If the said registered player contests that decision a further appeal may be lodged within one calendar month to Council. The decision of Council shall be final.
- 41.7.13. Any registered player so expelled shall have neither right to attend meetings on behalf of any affiliated club or member, nor shall have any right to attend and compete in any competition organised for and on behalf of the Association in accordance with the Regulations.

**Clauses 42 - 100 Vacant.**

## **PART C – STANDING ORDERS.**

### **Preamble**

While meetings of the Association are generally conducted without strict adherence to formal meeting procedures, the following Standing Orders may be applied at any time by the Chairperson.

101. **Quorum.** The quorum for meetings of the Association shall be as follows:\_  
Council meetings – 20 club delegates.  
Board meetings – half the members plus one.  
Executive meetings – 3 members.  
Sub-committee meetings – half the members.
102. **Order of Business.** The order of business shall follow the agenda prepared by the Chairperson and Secretary.  
Members may introduce new business only after completion of the business set out on the agenda.
103. **Suspension of Standing Orders** Should any matter of urgency arise a member may move suspension of Standing Orders for a stated period of time to allow the urgent matter to be discussed.
104. **Conduct of Speakers.** When the Chairperson rises to address the meeting, all persons must remain seated. Any person wishing to speak must rise and wait acknowledgment by the Chairperson.
105. No interruption of a speaker is allowed except for two formal motions (134 and 135) and on a point of order, which must be taken immediately the alleged breach has occurred.
106. If two or more speakers rise, the Chairperson shall call on the first one observed by him, subject to the power of the meeting to pass a resolution that a particular person be heard or otherwise and subject to the Chairperson's right to choose speakers alternatively supporting and opposing the motion.
107. All remarks shall be addressed to the Chairperson and any question to another member shall be put through the Chairperson.
108. **Chair-person's Ruling.** The Chairperson shall rule on all points of order and procedure, but is subject to a motion moved, seconded and carried "that the Chairperson's ruling be disagreed with". The mover may speak briefly in support of the motion and the Chairperson explain why his ruling was given. The Chairperson takes the vote. Final authority rests in the Council.
109. **Motions & Amendments.** All proposals made to the meeting shall be in the form of motions.
110. Every speaker must keep to the question before the meeting. Any member who digresses from the subject may be called to order by the Chairperson.
111. All motions and amendments proposed should be clearly expressed and be capable of only one interpretation.
112. All motions and amendments, except the closure, must be moved and seconded. If no seconder is found the motion or amendment lapses.
113. A motion or amendment may be seconded pro-forma to allow discussion to take place, but the seconder need not support or vote for the proposal.
114. The seconder of a motion or amendment may reserve his speech to a later stage of the debate. See Clause 122.

115. **Withdrawal.** No motion or amendment that has been moved and seconded shall be withdrawn without the consent of the meeting.
116. No person may speak twice on the same question except in explanation or in answer to questions unless he is the mover of the original motion exercising his right of reply.
117. **Personal Explanation.** By permission of the Chairperson a member may speak briefly in personal explanation of his previous statement, but must keep strictly to the point which has been misunderstood. His explanation must not interrupt another speaker.
118. **Only One Amendment.** When an amendment is moved to an original motion, no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the motion.
119. **Not Direct Negation.** An amendment must be relevant to the question and so framed that it forms, with the part of the original motion unaffected by it, a sensible and consistent proposal. It must not be a direct negation of the original motion.
120. **Speaking to Amendments.** No person may move or second more than one amendment to an original motion, but the mover and seconder of a motion or amendment may speak to subsequent amendments.
121. An amendment may not be moved or seconded by any person who has already spoken to the original motion or to a previous amendment.
122. **Right of Reply.** The mover of a motion that is opposed may reply to the arguments raised before the motion is put, but may not introduce any new matter. The reply ends the debate, if there are no amendments. If an amendment is moved, the mover of the original motion may speak to it and also exercise the right of reply before the first amendment is put. The reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply.
123. **Amendment Negated.** If the first amendment is lost, the original motion again becomes open to amendment.
124. **Substantive Motion.** If the first amendment is carried, the motion as amended becomes the substantive motion and is again open to amendment. When the substantive motion is put to the meeting and carried, it becomes the resolution.
125. No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote.
126. **Amendments to Motions on Notice.** Amendments may be moved to motions on notice provided they are in the scope of the notice and can involve the Association in no greater obligations than the notice specifies.
127. No motion can be accepted by the Chairperson that is the same in affect as one already negated, except on notice of motion.
128. A motion on a subject matter that keeps recurring, may be deferred by Council to a future nominated date.
129. A notice of motion must be in writing and forwarded to the Secretary, with the approval of the club that the member represents.



130. Any motion of which due notice has been given, may, in the absence of the giver of such notice, be moved by any other member.
131. **Rescinding Resolutions.** Previous resolutions shall be automatically rescinded if changes are not made in accordance with Clause 17.
132. **Resolutions Null & Void.** If a resolution is passed inadvertently in contravention to the Constitution or Rules, it must be declared null and void.
133. **Next Business.** A motion “that the meeting proceed to the next business” may be moved either on a motion or an amendment. It requires a seconder and cannot be discussed. Its effect is to discard the question under discussion.
134. **Closure.** A motion “that the question be now put”, known as “the closure”, may be moved during the discussion either of a motion or an amendment. It can interrupt a speaker, and must not be debated. It needs no seconder. If moved on an amendment it affects the amendment only. It does not prevent the mover of the original motion exercising the right of reply. See Clause 136.
135. **Speaker No Longer Heard.** A motion “that the speaker be no longer heard” must be seconded and must not be debated. The Chairperson should try to obtain a fair hearing for the speaker if they are in order.
136. **Formal Motions.** The three motions above are known as formal motions, because they cannot be debated or amended. They can only be moved by someone who has not previously spoken at any time during the debate.
137. **Adjournment Motions.** Any member who has not already spoken may move the adjournment of the debate, the adjournment of the meeting, or “that the Chairperson leave the chair”. The two adjournment motions may be amended, but only as to time and place. These motions may not be moved a second time until a reasonable period has elapsed.
138. **Voting.**
- 138.1. Voting shall be by:-
- the voices,
  - show of hands
  - ballot if requested by at least 7 members of those present and voting.
- 138.2. On a show of hands every member of Council, present in person, shall have one vote.
- 138.3. Upon a ballot, all members of Council are eligible to vote as follows:-
- The Chairperson of Council shall have a casting vote in the event that voting is equal on any matter, but is not bound to use it.
  - Members of the Executive Committee shall have one deliberative vote each.
  - Chairpersons of Sub-committees shall have one vote each.
  - Club delegates shall have one vote each.
  - Only members of Council are eligible to vote for election of Office
  - Bearers of the Association.
- 138.4. At any meeting, a declaration by the Chairperson that a resolution has been carried or not carried by a required majority shall be conclusive proof of the number of proportion of the votes recorded in favour of, or against such resolution.
- 138.5. If a ballot is demanded it shall be taken in such manner and at such time and

place as the meeting directs. The result shall be deemed to be the resolution of the meeting at which the ballot was demanded.

138.6. At Board meetings, each Board member shall have one vote on all motions submitted.

138.7. The Board Chairperson shall have a casting vote in the event that voting is equal on any matter, but is not bound to use it.

138.8. Decisions of the Board shall be by a simple majority of those present and voting.

**139. Casting  
Vote.**

The Chairperson shall have both a deliberative and a casting vote, but is not bound to exercise them. Where voting is equal the Chairperson may declare the motion “not carried”. This will not debar the motion from being debated again at the next meeting.

**140. – 150. Vacant.**

**CROQUET SA MEDALS – A BRIEF HISTORY**

**C.B.SHARP GOLD MEDAL**

This is a gold medal that was first presented in 1941 as the SA Gold No1. but became the C.B.Sharp Gold Medal after Mrs.C.B.Sharp, a member of the Kensington Croquet Club and a foundation member of Croquet SA, presented a bond of \$160 (Eighty Pounds) to The Association in 1954. This is an “Open Event”.

**G.F.GRAHAM GOLD MEDAL**

First donated in 1965 as the Association Medal, then 1966 as the President’s Medal, then 1967 it became known as the G.F.Graham Gold Medal, or Graham Gold, after the donor.

**M.E. HATWELL GOLD MEDAL**

This is a gold medal that was first presented in 1933 as the SA Gold No2. This later became the M.E.Hatwell Gold Medal in 1956 when Mrs. M.E.Hatwell MBE a member of the West Park Thebarton Croquet Club and President of that club for 30 years, presented a bond of \$180 (Ninety Pounds), to The Association for the medal.

**MARRYATVILLE SILVER MEDAL**

This is a silver medal first presented in 1948 as the SA Silver No1. but became the Marryatville Silver Medal in 1956 upon the closure of the Kensington Oval Croquet Club. The members, who later combined with the Norwood Club, gave a bond of \$200 (One hundred Pounds), to The Association for the medal.

**HARRIET WARNER SILVER MEDAL**

This is a silver medal first presented in 1948 as the SA Silver No2. This later became the Harriet Warner Silver Medal in 1961 when a son donated money for a medal in memory of his mother who was a President and Secretary of the West Park Thebarton Croquet Club and also a President of Croquet SA.

**T.N.STEPHENS BRONZE MEDAL**

This is a bronze medal first presented in 1923 by T.N.Stephens Esq. the founder of Croquet SA. He belonged to the then oldest club in the metropolitan area – the Adelaide Oval Club. It was his idea to approach the Adelaide City Council for Association lawns in the South Parklands. He presented Croquet SA with a bond of \$80 (Forty Pounds) for the medal, which is the oldest endowed medal in the State. The medal was originally for “C” Grade players as at the time the Croquet Association (UK) was awarding a Gold Medal for “A” Grade players and a Silver Medal for “B” Grade players. The C.A. stopped sending these medals during the war when it was feared that they could be lost at sea due to enemy sinking of ships.

**J.F.HARVEY BRONZE MEDAL**

This is a bronze medal that was first presented in 1956 after Mrs. Harvey presented Croquet SA with a bond of \$200 (One Hundred Pounds) for a medal in memory of her late husband. This medal had previously been known as the SA Bronze No.2 that dated back to 1948. Mrs. Harvey was a foundation member of The Association and belonged (most probably) to the Kensington Oval Club. She was a sister of Mrs. C.B.Sharp. Mrs. Harvey also appears to have been associated with the Bordertown Club. The wrought iron gate at the entrance to headquarters, having stood at the entrance to the original headquarters further up Hutt Road, was erected in memory of her late husband. The gate cost \$60. Mrs. Harvey also donated the Harvey Shields for inter-club croquet competitions among those players who were not competitive at headquarters. The first shield was given in 1957. Mrs. Harvey did not play croquet but was a “keen spectator”.

j.l.

**ELECTIONS & APPOINTMENTS****APPENDIX II**

<b>POSITION AND OFFICE</b>	<b>ELECTION OR APPOINTMENT</b>	<b>CLOSE OF NOMINATION</b>	<b>TERM OF OFFICE</b>	<b>ELECTION YEAR</b>
<u>President</u> <i>Board member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Vice President</u> <i>Board member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Odd year
<u>Treasurer</u> <i>Board member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Executive Director</u> <i>Board Member</i>	Appointed by The Board	As advertised	As negotiated	
<u>Association Croquet Director</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Golf Croquet Director</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Headquarters Director</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Odd year
<u>Sports Development Director</u> <i>Board Member</i>	Elected by Council	2 weeks before the AGM	2 year term to a max. of 6 years*	Even year
<u>Hoop Points Editor</u>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>Registration Officer</u>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>Web Site Manager</u>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>Insurance &amp; Risk Management Liaison Officer</u> <i>Board Member</i>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>State Coaches</u>	Recommendation by ACC or GC committee, appointed by Board	Application by end of the next month that the Interstate Cup is played in each year	From time of appointment until completion of next year's event	Annual
<u>State Teams Managers</u>	Appointed by The Board	Applications by September 30th	Nine months	Annual
<u>Archivist</u>	Appointed by The Board	2 weeks before the AGM	One year	Annual
<u>Committee and Sub-Committee Members</u>	Appointed by the Board	As required	Three terms of two years*	Annual

\* Please refer to Clauses 24.1. and 28.7. in By Laws.