

ST. JAMES CROQUET ASSOCIATION

BYLAWS

Amended 2026

Incorporates the amendment to Sections 13–15 approved by the membership August 2026.

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 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 dues must accompany the application. Membership shall be effective immediately upon receipt of the 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 a 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 involving extraordinary circumstances.

Board of Directors

10. The Board of Directors of the SJCA will consist of seven members in good standing with the 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, Vice President, Treasurer, and Secretary shall each serve a term of two years. All positions shall be directly elected by the membership as separate offices.

14. To ensure continuity, elections shall be staggered as follows:

a) The President and the Treasurer shall be elected in even-numbered years.

b) The Vice President and the Secretary shall be elected in odd-numbered years.

15. Transition Provision. This amendment shall take effect immediately upon adoption, subject to this temporary transition designed to establish the staggered cycle:

a) The term of the current President shall extend through the end of his current term, December 31, 2026. The next election for President shall be held in late 2026 for a two-year term commencing in 2027.

b) An election will be held in late 2026 for a Vice President to serve a one-year term commencing in 2027. This is to establish the staggered election cycle for that office.

16. 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.

17. The Board of Directors for the upcoming calendar year shall have an organizational meeting by November 30.

Election of Board Members

18. The Board shall select a Chairperson for the Nominating Committee to manage the process by August 1 each year. The Nominating Committee Chairperson shall select two SJCA members in good standing to serve on the Nominating Committee by August 10. The Nominating Committee will include one retiring Board member, if available, to help address questions about job positions and time requirements. 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.

19. The Nominating Committee will send an email, through the Member Communications Director, to the membership by August 17 indicating the officer positions due for re-election and soliciting nominations. Nominations from this process will close on August 31.

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

Duties of Board Members

- 30.** See detailed job descriptions of Board members in the Appendix.

Meetings

- 31.** Regular Board meetings shall be held monthly on the days designated by the then-current Board.
- 32.** 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.
- 33.** 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 minimize conflicts with other social and sports activities.
- 34.** 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.

35. 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 proxies.

36. 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

37. Voting for Board members shall be in accordance with the process outlined in paragraphs 18 through 29.

38. Each member of the SJCA is entitled to one (1) vote.

39. All matters subject to a vote at membership and/or Board meetings shall be decided by majority vote.

Bylaw Amendments

40. 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 two (2) weeks' written notice to members.

Governance

41. Robert's Rules of Order shall govern in all matters not covered by the Bylaws.

Liability of Members

42. 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 or her dues.

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

44. No person shall use the name, mailing list, or official insignia of the SJCA for purposes other than SJCA purposes without written authorization of the President.

APPENDIX

BOARD POSITION DESCRIPTIONS

Title: General Requirements for All Board Members Date:
8/08/2024

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 and ideas and bring those items to the Board for consideration and 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 30 of the prior year.
- Solicit and organize additional committees and volunteers as needed.

Non-essential Job Functions

- Attend Association social activities.
- Represent the SJCA in the community.
- Participate on various planning and activity committees as required.

Requirements

- Member of Troon St. James and the SJCA in good standing.
- Resident of St. James.

Other Skills/Abilities

- Basic computer skills, including word processing and email, are helpful.
- Excellent communication skills.
- Organizational skills.

Saint James Croquet Association

Title: President

Date:

8/08/2024

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 the annual calendar for Board meetings.
- Call regular meetings to order.
- Ensure follow-up on requests and concerns of members.
- Preside over the annual meeting.
- Ensure Board governance and protocol are followed.
- Represent the SJCA in the community.
- Assign tasks to Board members and follow up on completion.
- Ensure the Association funds are responsibly managed.
- Develop three- to five-year strategies for growth.

Requirements

- Served at least one 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 and abilities listed in the General Requirements for All Board Members.
- 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

Position Overview

The Vice President shall represent the collective interests of the SJCA and serve as the backup in the event the President is unable to tend to Association duties.

Essential Job Functions

- Preside over Board meetings during the absence of the President.
- Represent the SJCA in the community.
- Attend Sports Advisory Committee meetings as a liaison between the SJCA and Troon St. James management.
- Send a welcome package to new members via email and update it as needed.

Requirements

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

Other Skills/Abilities

- Skills and abilities listed in the General Requirements for All Board Members.
- 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

Position Overview

The Treasurer shall represent the collective interests of the SJCA by ensuring that all financial aspects of the Association are tended to properly, including receipts, disbursements, and recordkeeping.

Essential Job Functions

- Prepare the annual budget for SJCA Board approval.
- Report monthly bank balance and comparison of actual income and expenses versus budget.
- Prepare an annual financial summary for the SJCA membership at the annual meeting.
- Pay bills authorized by the Board on a timely basis.
- Reconcile bank statements monthly and maintain the current signature card.
- File the annual Form 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 and abilities listed in the General Requirements for All Board Members.
- 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

Position Overview

The Board Secretary shall represent the collective interests of the SJCA by maintaining records of Board meetings and the Annual Meeting and archiving such minutes as a reference regarding future matters that may come to the Board's attention. The Secretary shall also maintain copies of official SJCA documents.

Essential Job Functions

- Draft minutes of all Board meetings and distribute them to Board members within one week after each meeting. Make corrections and obtain approval at the subsequent Board meeting.
- Maintain copies of official SJCA documents, including but not limited to monthly Board meeting minutes, annual meeting minutes, and the Bylaws.
- At each Board meeting, provide minutes from the previous Board meeting for approval; make corrections if necessary and redistribute them to Board members.

Requirements

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

Other Skills/Abilities

- Good computer skills, including word processing and working with Google Groups, Google Sheets, or other document-sharing tools.
- Skills and abilities listed in the General Requirements for All Board Members.

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Saint James Croquet Association

Title: Member Communications Director

Date:

8/08/2024

Position Overview

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

Essential Job Functions

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

Requirements

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

Other Skills/Abilities

- Computer skills including word processing, spreadsheets, contact management, and cloud storage.
- Skills and abilities listed in the General Requirements for All Board Members.

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

Position Overview

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

Essential Job Functions

- Develop a yearly calendar for all events, on and off the 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 the Tournament Director to prepare court facilities and obtain trophies and prizes for all planned tournaments.
- Obtain Board preapproval for all individual expenses or any overrun of the budget limit for a given activity, including logo sales.
- Work with the SJCA Vice President regarding communications with Troon and with the Member Communications Director regarding all social and tournament events.
- Maintain bulletin boards and materials 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 and abilities listed in the General Requirements for All Board Members.
- Excellent interpersonal skills.

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Saint James Croquet Association

Title: Tournament Director

Date:

8/08/2024

Position Overview

The Tournament Director structures opportunities for competitive play by SJCA members. This includes determining the structure of play, tracking and publicizing results, recommending a fee structure, if any, and recommending and presenting awards.

Essential Job Functions

- Manage tournaments for Golf Croquet, Six-Wicket, round robins, and other formats.
- Develop a method of ranking and/or assigning handicaps for SJCA members for use in tournament seeding and potential bisque play.
- Serve as, or recruit, a Tournament Manager who develops and implements tournament structure, flights, schedules, and related details.
- Keep members apprised of opportunities outside St. James to play in USCA tournaments, including Albemarle, Aiken, Bald Head Island, Chesapeake, Linville/Highlands, and Pinehurst.

Requirements

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

Other Skills/Abilities

- Skills and abilities listed in the General Requirements for All Board Members.
- 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.*