

# **BYLAWS OF THE VILLAGES CROQUET CLUB**

Revised May 4, 2024

## **ARTICLE I**

### **Name and Location**

The name of this organization shall be "The Villages Croquet Club". Its principal location is in the community known as "The Villages" located in the counties of Lake, Sumter and Marion in the state of Florida, USA.

## **ARTICLE II**

### **Club Purpose**

#### **Section A. Purpose**

The purpose of The Villages Croquet Club is to promote Croquet as recommended by the United States Croquet Association (USCA), in accordance with such rules as provided by the current USCA Rule Book or as officially adopted by the Club's Board of Directors.

#### **Section B. In pursuance of this purpose, the club will:**

1. work with the Village Center Community Development District to arrange for, develop and maintain facilities and equipment for the enjoyment of croquet and associated club activities.
2. be a member club in good standing of the USCA.
3. promote the game of croquet through educational, social programs and other related activities.
4. promote the games of croquet in The Villages and encourage membership in the Club and USCA.

## **ARTICLE III**

### **Membership**

#### **Section A. Member**

Any individual who subscribes to the purposes of this club may become a member according to the provisions of these Bylaws and payment of membership fee(s) as determined by the Board of Directors.

#### **Section B. USCA**

Members are encouraged to be members of the USCA and pay its annual membership dues, but this is not a requirement for membership.

#### **Section C. Identification**

All members must have a valid Villages Identification Card enabling them to use The Villages recreational facilities and are required to carry this identification while using the facilities.

#### **Section D. Expulsion**

A member may be expelled for conduct adverse to the welfare of the Club, for non-payment of dues, or violation of Club or Villages rules and regulations. No member may be expelled without a written warning by the Board and an opportunity to correct any failure of membership.

## **ARTICLE IV**

### **Meetings**

#### **Section A. Annual Meeting**

The Annual Meeting will be held in the spring of the year (March 1- May 31) on a date, time and place set by the Board of Directors.

## **Section B. Membership Meetings**

At least one other meeting of the Membership must be held during the Club's fiscal year.

## **Section C. Notice of Meetings**

All notices of Membership meetings shall be sent out at least fourteen days prior to the meeting date. This will be sent, to the members most recent address provided to the Secretary of the Board, by e-mail or street address. It is up to each member to keep their addresses current with the Secretary.

## **Section D. Quorum**

A quorum at all Membership meetings, where voting is required, shall be thirty (30) percent of the members in good standing, by their presence, or by e-mail vote as provided in these Bylaws.

## **Section E. Special Meetings**

Special Meetings of the Membership shall be called by resolution of the Board or upon presentation of a petition of the members signed by at least twenty (20) percent of the members in good standing. The notice of any Special Meeting shall state the date, time and place of the meeting and the purpose thereof. No business shall be transacted at a Special Meeting except as stated in the notice of the meeting.

## **Section F. Voting**

Each member of record in good standing shall have the right to cast one vote on each issue, in person, by USPS mail or by e-mail. Issues brought before the meeting shall be decided by simple majority vote unless indicated otherwise in these Bylaws or Robert Rules of Order, current edition.

## **Section G. Conduct of Meetings**

All meetings shall be conducted in accordance with Roberts Rules of Order, current edition.

## **Section H. Participation**

Only members in good standing may participate in the business of meetings.

# **ARTICLE V**

## **Board of Directors**

### **Section A. Composition**

The Club shall be governed by a board of seven members who shall manage the affairs and business of the Club. The board shall consist of four officers and three members-at-large. In addition, the immediate past President may serve one year, as an ex-officio member of the Board, without vote. Only members in good standing as described in these Bylaws shall be eligible for election to the Board of Directors.

### **Section B. Powers and Duties**

The Board of Directors shall have all the powers and duties necessary for the administration of the affairs of the Club and may do all such acts unless prohibited by law, The Village's Rules and Regulations, these Bylaws, or Rules and Policies previously established by the Board of Directors.

### **Section C. Responsibilities of the Board of Directors**

1. Accept or reject, for cause, all applications for membership.
2. The Board shall establish Rules and Policies. All proposed Rules and Policies shall be subject to approval by the Membership at an Annual, regular or Special meeting of the Club.
3. Establish and approve an annual budget, which is in conformity with policies and procedures as approved by the Membership.
4. Establish the amount of the annual membership dues.
5. Engage agents for the conduct of events and affairs of the club.
6. Terminate membership in the Club.
7. Establish rules, procedures, and regulations pertaining to the use of equipment, playing of croquet, plan events of the club and guest privileges for members and short-term residents (three months or less)

- Such rules, procedures and regulations may be rejected or overruled at a meeting of the Club at which a quorum is present, by a two-thirds vote.
8. Create memberships for non-voting honorary or other class of memberships.

## **Section D. Elections and Term of Office**

1. Elections and Term of Officers
  - a. Officers of the Club shall be elected by the membership from the slate presented by the Nominating Committee at the Annual Meeting as described in Article X. Officers are elected for and serve a one-year term.
2. Elections and Term of Members-at-large Directors
  - a. Such Directors shall be elected by the membership from a slate presented by the Nominating Committee at the Annual Meeting as described in Article X. They are elected for and serve a term of two years.
3. All terms of office shall commence on the first day of the fiscal year, as prescribed by Article VII, following election at the Annual Membership Meeting.

## **Section E. Vacancies**

Vacancies on the Board of Directors, caused for any reason, shall be filled by the remaining Directors, who shall select a member to serve as a Director for the unexpired portion of the elected term.

## **Section F. Removal of Directors**

At any Annual, Regular or Special Meeting, any Director may be removed by the affirmative vote of two-thirds of all members present, provided a quorum is present. A successor may immediately be elected to fill the vacancy thus created. Any Director whose removal has been proposed to the membership shall be given the opportunity to be heard at the meeting at which the removal is to be voted.

## **Section G. Compensation**

No compensation shall be paid to Directors for their services but may be reimbursed for approved out-of-pocket expenses incurred in the performance of their duties. Appropriate documentation, i.e., cash receipts, paid bills or cancelled checks, must be presented prior to reimbursement.

## **Section H. Meetings of the Board of Directors**

1. There shall be a minimum of four meetings of the Board per year.
2. Notice of meetings shall be given to each Director personally, by USPS mail, e-mail, or by telephone at least three (3) days prior to the date of such meetings by the Board Secretary or the President.
3. Emergency meetings may be called by the President on 1 days' notice, by telephone, e-mail, or personally. Special Meetings shall be called on written request of three (3) Directors sent to the President.
4. Members shall have the right to appear in person with notice to the President, before the Board of Directors, with their concerns.
5. A quorum for a Board of Directors meeting is four members present.

## **Section I. Dissolution**

In the event of dissolution of the Villages Croquet Cub, the Board shall distribute all of its remaining assets and property, after any necessary expenses of dissolution, to organizations of their choice, that qualify under Section 501(C)3 of the Internal Revenue Code of 1954, as amended.

## **ARTICLE VI Officers**

### **Section A. Designation**

The officers of the Club shall be President, Vice President, Secretary, and Treasurer.

### **Section B. President**

The President shall be the chief executive officer of the Club and shall preside at all Membership and Board of Directors Annual, Regular or Special meetings. The President shall have all the general powers and duties that are usually vested in the office of the President including, but not limited to, appointment of chairs of Standing Committees and other committees that need not be members of the Board.

### **Section D. Vice President**

The Vice President shall take the place of the President and perform the duties of that office whenever the President is absent or unable to act.

### **Section E. Secretary**

The Secretary shall keep the minutes of all meetings of the Board of Directors and the minutes of all membership meetings. The Secretary shall be responsible to send notices of meetings of the Board and the Club and shall perform, in general, all the duties incidental to the office of Secretary, which includes but is not limited to, the official minutes book and all legal documents, reports, and permanent records of the Club. It is the Secretary's duty to see that all records are kept and passed on to succeeding Secretaries.

### **Section F. Treasurer**

The Treasurer shall have the responsibility for Club funds and shall be responsible for keeping full and accurate accounts of all receipts and

disbursements in accounting books belonging to the Club. The Treasurer shall be responsible for the deposit of all monies and any other valuable effects, in the name and credit of the Club in such depositories as may from time to time be designated by the Board of Directors. The Treasurer or the President shall be the signatures on checking or savings account. Excluding USCA dues, any monies to be paid exceeding \$75 (seventy-five dollars) requires approval of the Board of Directors. The Treasurer shall submit a financial report at all Board and Club Membership meetings, as well as a fiscal report at year-end showing all financial transactions for the fiscal year.

## **ARTICLE VII Fiscal Management**

### **Section A. Fiscal Year**

The fiscal year of the Club shall begin on the first day of June and close the last day of May.

### **Section B. Accounts Books**

Accounts of the club shall be kept by the Treasurer in accordance with standard accounting principles. Funds shall be deposited in a bank designated by vote of the Board of Directors.

### **Section C. Auditing**

After the close of each Fiscal Year, the books and records and receipts of the Club for the prior fiscal year shall be audited by an Audit Committee appointed by the President and approved by the Board of Directors. There shall be two (2) members-at-large on the committee.

### **Section D. Inspection of the Books**

Financial reports and the records of the Club shall be available for inspection to any member, in good standing, of the Club, by appointment during reasonable



business hours. No books or records may be removed from the supervision of the Treasurer, or another Officer of the Club.

## **ARTICLE VIII Committees**

### **Section A. Committees**

1. Committees and ad hoc committees may be appointed by the President and approved by the board. Such committees may be for Membership, Education and Tournaments, Equipment and Greensward, Publicity, Social and Special Events, Liaison to the Villages.

### **Section B. Chairs**

Chairs of the committees shall be appointed by the President on an annual basis, immediately following the Annual Meeting.

### **Section C. Membership of Committees**

Members to serve on Standing Committees are recruited and appointed by the Chairs of each committee.

## **ARTICLE IX Adoption of Revised or Amended Bylaws**

### **Section A. Changes**

Proposed Revised or Amended Bylaws shall be submitted to the membership, in writing, after approval of the Board of Directors. These proposed changes must be sent to the membership a minimum of thirty (30) Days prior to the date at which they will be voted on by the membership at an Annual, Regular or Special Meeting called for this purpose. Adoption of these Bylaws, revisions or amendments requires an affirmative vote of the majority of all voting members.

## **Section B. Amendments/Revisions of the Bylaws**

Amendments or Revisions of the Bylaws may be proposed by the Board of Directors or by petition signed by at least fifteen (15) percent of the members, in good standing. A full description of the rationale for the proposed changes shall accompany the petition.

## **ARTICLE X Voting**

### **Section A. Voting by Mail and Email**

1. In the event of an election or a meeting at which Bylaws are to be Amended or Revised, voting by USPS mail and/or email shall be allowed for members who are not able to attend. Ballots made by U.S. mail must be submitted, in a sealed envelope, at least five (5) days prior to the opening of the annual meeting. Email ballots must be dated, and sent at least one (1) day prior to the opening of the meeting. All mailed ballots as well as email ballots will be opened at the meeting.
2. Nominations Committee shall be appointed by the President. Nominations from the membership for open positions, Officers and Directors at Large shall be submitted to the Nominations Committee at a time so designated. The Nominations Committee will present the slate for open positions, to the membership at a membership meeting, at a time and place designated by the President. Nominations from the floor, at the aforementioned membership meeting, shall be accepted, provided those individuals accept the nomination and are qualified.

## **ARTICLE XI Authority for Conduct of Meetings**

The most recent edition of Roberts Rules of Order shall be the authority under which the Club and the Board of Directors shall conduct business provided it does not conflict with State laws, Rules of The Villages or these Bylaws. Date Adopted by the membership; (date to be inserted) at which a quorum was present.

Note: This document replaces all Constitutions and Bylaws previously adopted by the Club as of the above date.