



Bylaws of the Sandwich Croquet Club

Accepted at Annual Meeting of September 2021

Sandwich Hollows Golf Club
1 Round Hill Road, East Sandwich, MA 02537



Article 1. Name

The name of this organization is the Sandwich Croquet Club (SCC).

Article 2. Purpose

The purpose of the Sandwich Croquet Club is to promote the awareness, development, and enjoyment of the game of croquet in accordance with the rules and regulations recognized by the United States Croquet Association and to sponsor associated club activities for the enjoyment of the Club's membership and guests.

Article 3. Membership/Annual Meeting

Any person interested in the SCC's purpose and activities and willing to subscribe to these bylaws may apply for membership by submitting a completed application and paying the annual dues.

All members are expected to act in accordance with the guidelines set forth in the SCC Handbook.

An Annual Meeting will be held in the fall on a date set by the Board of Directors. At the meeting, officers and members-at-large shall be elected. Each member in good standing shall have one vote and must be present to vote. The agenda for the Annual Meeting will include a full review of the past season; acceptance of the minutes of the last Annual Meeting; a review and acceptance of the financial report; and a review of the priorities for the upcoming season. The agenda will be distributed to the membership at least two (2) weeks prior to the Annual Meeting.

Article 4. Officers and Board of Directors

The Board of Directors is the governing body of the Sandwich Croquet Club and will consist of four officers (President, Vice President, Secretary, and Treasurer), and three members- at-large. Each Board member may serve as Chair of one of the Club's Committees, such as Education, Lawns and Equipment, Membership, Bylaws, Social, Tournament/Exchanges, Communication, Community Outreach. Each Committee may include both Board and non-Board members at the discretion of the Committee Chair.

The Board of Directors will:

- Share in the responsibility of administrating the club programs and activities to carry out the purpose of the Sandwich Croquet Club.
- Approve the Annual Budget as provided by the Treasurer.

- Vote on any major expenditures for the club. NOTE: Any proposed expenditure of the Board larger than \$1,000 must be announced to the membership of SCC at least two days prior to a decision on the expenditure at a Board meeting.
- Establish membership dues and fees.
- Establish special committees for various purposes as needed.

The PRESIDENT will preside over the meetings of the Board of Directors and membership of Sandwich Croquet Club. The President is responsible for the overall administration of the club to carry out its programs and activities. The President will set the agenda of each meeting with input from the Board members. The President or his/her designee will act as liaison with the Sandwich Hollows Golf Club administration and grounds/maintenance. The President approves or delegates approval of all correspondence with other organizations as well as being responsible for maintaining communication with the membership.

The VICE PRESIDENT will assist the President in carrying out his/her duties and substitute for the President as needed. The Vice President will oversee the appointed committees.

The SECRETARY records minutes of all meetings and presents minutes of former meetings. The Secretary keeps or delegates the keeping of all club records, including the club membership list, Bylaws, SCC Handbook, minutes of all meetings, and any other club documents. The TREASURER keeps and maintains the financial records of the Sandwich Croquet Club including a checking account. The Treasurer receives monies due the Club and deposits same in the bank. The Treasurer records all deposits and disbursements. The Treasurer reports to the Board whenever it meets, stating the balance of accounts, explanation of receipts and disbursements.

Article 5. Nomination and Election of Board Members

When there are one or more anticipated vacancies on the Board, a Nominating Committee will be formed.

The Nominating Committee, appointed by the President, with the approval of the Board, shall consist of at least three (3) Club members, not more than one of whom (in addition to the Vice-President) shall be a current Board member. The Nominating committee shall contact all Club members to seek volunteers to fill Board positions for the upcoming year. A slate of candidates for Board positions, recommended by the Nominating Committee, shall be submitted to the Board for its approval.

At the Annual Meeting of the Club, the slate of candidates approved by the Board shall be presented to the Club members for final approval by a voice vote of the Club members conducted by the current Board President. The voice vote shall be upon the entire slate of seven (7) candidates and shall not be upon each Board position.

The newly elected Board shall assume its responsibilities immediately upon election.

At the first official board meeting following the Annual Meeting, the board members will vote to elect the officers for the upcoming year. The remaining elected board members will serve as members- at- large.

Any vacant unfulfilled term of officers or members at large shall be appointed by a vote of the Board. The term of the appointment will continue until the next Annual Meeting.

Effective 2016, elected Board members shall serve a two-year term. Members are eligible to be re-elected for not more than two additional terms. No Board member may serve more than six (6) **consecutive** years on the Board. After serving the maximum number of consecutive years on the Board, a former Board member may seek re-election after 2 years have elapsed.

All records and equipment belonging to the SCC that are in the possession of a Board member whose term has expired will be turned over to the new Board.

Article 6. Board Meetings

The Board of Directors will meet a minimum of monthly during the playing season and as needed during the off-season to review the past season and plan for the next year.

The Board will set and announce to SCC members the dates and times of all Board and general membership meetings. Any SCC member may attend any Board meeting and may speak to the Board regarding any matter of club business. The President of the Board will determine a time limit for all speakers at the Board meetings.

Each member of the Board will have one vote on each issue. For voting purposes, a quorum of the Board of Directors must be present and will consist of a simple majority of the members. Voting will be done individually, and the result will be recorded by the Board Secretary.

Any meeting of the Sandwich Croquet Club may be conducted using the guidelines of Robert's Rules of Order or as designated by the Board to ensure the orderly conduct of business.

These guidelines should not be interpreted so strictly that they impede or hamper a spirit of cooperation, goodwill, and comfort level.

Minutes of each Board meeting shall be made available upon request to any Club member in good standing after the minutes have been approved by the Board.

Article 7. Conduct and Grievance Procedures

The very essence of croquet is that of sportsmanship and courtesy to fellow members and guests on and off the courts. This standard of conduct, which is expected of all members, is set forth in these bylaws and in the SCC Handbook.

While members are encouraged to settle differences amicably among themselves, any member, including any member of the Board, who believes that the accepted standards of civility and good sportsmanship have been violated by another member, may make a written complaint to the Board of Directors via email within two weeks of the alleged offense.

Upon receipt of the written complaint, a Grievance Committee will be established by the President, with the approval of the Board. The Committee will consist of three (3) Club members, not more than one of whom shall be a current Board member. The Committee will be charged with the investigation of the complaint. A complaint may be withdrawn at any time during the grievance process.

The Grievance Committee will designate one of its members to deal with the complaint and to attempt to resolve the issue between the parties. The Committee shall confer to decide upon appropriate remedies and promptly report its findings and recommendations to the Board for a final determination.

The Board may accept or reject the findings and recommendations of the Grievance Committee and will determine the proper sanction (reprimand; suspension; or expulsion), if appropriate. The President shall promptly notify the parties of the Board's decision. Any sanction will take effect immediately and the decision of the Board will be final.

Article 8. Amendments

Proposed amendments to these bylaws will be distributed to the membership at least two (2) weeks prior to the Annual Meeting and will be included in the agenda for the Annual Meeting for approval by the members in attendance.