

INTRODUCTORY INFORMATION

Rules of the Nedlands Croquet Club (formerly the Constitution)

As an Incorporated Association in the State of Western Australia the Nedlands Croquet Club Rules (“the Rules”) document was registered with the Department of Mines, Industry Regulation and Safety (formerly the Department of Commerce) and accepted **effective 12 June 2017** and as such will comply with the Western Australian *Associations Incorporation Act 2015* (“the Act”) which came into effect on 1 July 2016 replacing the *Associations Incorporation Act 1987*. Elected Office Bearers and other elected Members of the Management Committee will carry out their duties on behalf of the Club in accordance with these adopted Rules. A copy of the Rules must be made available to all Club Members.

Status of the Nedlands Croquet Club with the City of Nedlands

The Club extended its 10 year Lease Agreement with the City of Nedlands on 31 December 2019 for a further period of 5 years. The extended lease expires on 31 December 2024. The Lease allows for the use of the four Croquet Lawns, Clubhouse and associated buildings situated on Melvista Reserve, Nedlands in accordance with the terms of the Lease.

(Refer to Lease Document held by the Secretary)

Affiliation to State Body ‘Croquetwest’

The Club has the option to be affiliated with the Western Australian State body “Croquetwest” and pays an annual nominated affiliation fee per Ordinary Member to this body.

Definition of By-laws

By-laws are secondary rules that expand on the rules of association and cover non-administrative matters that do not need to be included in the Rules of Association. The Nedlands Croquet Club may, by resolution at any General Meeting, make, amend or revoke By-laws.

By-laws are not required to be registered with the Department of Mines, Industry Regulation and Safety but must be consistent with the Act, the Regulations and the Rules of an Association which bind it and the Members as an enforceable contract between them. At the request of a Member, a copy of the By-laws must be made available for inspection.

(Refer to the Rules Part 8 ‘General Matters – 64. By-laws’)

THE BY-LAWS

1. **Composition of the Management Committee (“the Committee”)**

In addition to the elected four (4) Office Bearers and one (1) Ordinary Member required to comprise the Management Committee, up to a total of three (3) Ordinary Members may be appointed to the Committee at the Annual General Meeting. The duties of each Ordinary Member will be determined by the Management Committee and provided in writing.

2. **Chairperson – Term of Office**

The position of Chairperson will not be held by any one person for more than three (3) consecutive years.

3. **Appointment of a Delegate to Croquetwest**

Appointment of any Delegate to attend Croquetwest meetings as required will be determined at the Annual General Meeting.

4. **Classes of Membership**

In addition to Ordinary Membership, Rule 8(2) states that the Club may have any class of Associate Membership approved by resolution at a general meeting, including junior membership, senior membership, honorary membership and life membership. Rule 8(4) states a person can only be an Ordinary Member or belong to one class of Associate Membership.

- **Ordinary Membership:**

A Member who has paid a full membership fee as determined by the Club and ratified at the Annual General Meeting is deemed to hold the category of *Ordinary Membership*.

- This financial member with *Ordinary Membership* holds full voting rights
- *Ordinary Membership* allows the member to play in all Club competitions and represent the Club as a Club Champion.

The Management Committee reserves the right to propose and nominate an *Ordinary Member* for special recognition at any Annual General Meeting, to be carried by majority vote. To qualify for this nomination, this person would have demonstrated outstanding long service and dedication to the Club to further its aims and objectives. The form of this recognition may include special privileges and/or the waiving of nominated fees. Full voting rights would be retained.

- **Associate Membership:**

The following categories of *Associate Membership* apply:

- *Associate*
- *Student*
- *Social*

Associate Member

A *Member* who has paid an associate membership fee as determined by the Club and ratified at the Annual General Meeting is deemed to hold the category of *Associate Membership*.

- This membership can only be held if the person proves full ordinary membership with another affiliated croquet club.
- This *Associate Member* is permitted to attend General Meetings but would not hold voting rights and therefore could not be elected to hold an administrative office
- This *Associate Member* can play in any Club competition but cannot represent Nedlands Croquet Club as a Club Champion in the State Champion of Champions event.

Student Member

A *Member* who has paid a student membership fee as determined by the Club and ratified at the Annual General Meeting is deemed to hold the category of *Student Membership*.

- This membership can be held if the member is over the age of 15 years and is attending an educational institution as a full or part-time student
- This *Student Member* would not hold voting rights and therefore could not be elected to hold an administrative office
- This *Student Member* will be permitted to take part in Club competitions.

Social Member

A *Member* who has paid a social membership fee as determined by the Club and ratified at the Annual General Meeting is deemed to hold the category of *Social Membership*.

- This Member has chosen not to participate in active croquet play but is welcome to attend planned social activities held at the Clubhouse or elsewhere as part of the Club's social calendar.
- This *Social Member* would not hold voting rights and therefore could not be elected to hold an administrative office.

5. Membership Subscriptions / Due Date for Subscriptions

Annual Membership subscriptions (if applicable), covering all classes of Membership, will be reviewed annually and set by the Management Committee and ratified at the following Annual General Meeting. The due date for subscriptions (if applicable) will be 1 July in each year. Members who join between October and the following June, are entitled to a pro rata fee on their annual membership fee.

6. Green Fees and Use of Floodlighting

Green Fees and any additional fees for the use of Floodlighting will be determined as required by the Management Committee.

7. Annual Audit

The Western Australian *Associations Incorporation Act 2015* does not require a Tier 1 organisation to undergo annual auditing. The Club falls into a Tier 1 category, however, agreed by resolution at a General Meeting held 7 May 2016 to maintain its current annual audit procedure. This decision may be reviewed and changed by resolution at a General Meeting at any time.

(Refer to resolution General Meeting 7 May 2016)

8. Bank Accounts

The Management Committee will determine persons, other than Office Bearers, who will be registered with the Bank as authorised signatories for the purpose of operating all the Club's nominated accounts, including the Club Credit Card.

(Refer to resolution General Meeting 8 August 2015)

9. Insurance Obligations

The Club will maintain the currency of the following insurance policies:

- In accordance with the Lease Agreement with the City of Nedlands: Business Pack Insurance Class – Buildings - \$300,000
- Employers' Indemnity Insurance – Sports Grounds & Facilities: General Employees
- Public Liability Policy: Limit of Liability \$20,000,000

10. Strategic Plan ("The Plan")

The Club is to have a Strategic Plan covering a specified period of years setting out its goals and be guided by this Plan to make specified achievements. The Plan is to be driven by the Chairperson, or a person nominated by the Chairperson. The Plan is to be reviewed regularly and updated as required. Achievements and measurements of the Plan's objectives are to be reviewed on an annual basis.

11. Hot Weather Policy

The Croquetwest 'Hot Weather Policy' will be invoked when the temperature is predicted to reach 34°C and above.

(Refer to resolution General Meeting 11 February 2017)

12. Club Key Policy

All key distribution and return will be recorded in a Key Register maintained and held by the Secretary.

(Refer to resolution General Meeting 7 May 2016)

13. Lawn Rules

No glass items are to be taken onto any of the lawns or surrounding perimeter area of the lawn or taken into any of the paved shed areas. No heeled shoes are to be worn on the lawns, only flat soled shoes.

14. Club Colours

The Club colours are Green and White.

15. Match Committee Appointment

A Match Committee consisting of three (3) Members will be elected at the General Meeting immediately following the Annual General Meeting. Meetings will be convened as required. The Chairperson shall be an *ex officio* member of this Committee.

16. Handicap Assessment

Appointment or re-appointment of a person or persons to assess handicaps for Association Croquet and Golf Croquet players would be proposed and determined at the General Meeting immediately following the Annual General Meeting.

17. Club Captains

Appointment of any Club Captains for Golf Croquet and Association Croquet will be determined and approved by the Management Committee.

18. Sponsor

The Management Committee will have the authority to appoint a person or organisation as a Club Sponsor and regularly monitor this relationship.

19. Website – Members’ Page Access

A nominated person will be responsible for maintaining the Club’s website content and maintenance. Members’ will have access to a ‘Members’ Page’ on the Website by password only. The password will be changed from time to time by the Management Committee and Members will be notified of this change.

20. Supply of Alcohol

The Club will not supply or sell alcoholic liquor.

21. Security of Clubhouse and Assets

The onus rests on all Members to ensure the security of the Club and its assets is protected at all times.

22. Cancellation of Incorporation or Winding Up

This can only be initiated by a General Meeting Special Resolution which must outline a Distribution Plan for Property, i.e. that following satisfaction of all its debts and liabilities, any monies and/or Club owned property remaining should be transferred to the incorporated state body ‘Croquetwest’. The Club will have 28 days to provide information to the Department of Mines, Industry Regulation and Safety in relation to this. Compliance with the Rules and Act referred to below will apply.

(Refer to the Rules Part 8 General Matters - 71. Distribution of surplus property on cancellation of incorporation or winding up and Part 10 of the Associations Incorporation Act 2015)