

CAULFIELD PARK SPORTS CLUB INC.

By-Laws of the Club

SECTION 2 - CAULFIELD PARK CROQUET SECTION

1. COMMITTEE

- (a) There shall be one committee who will be responsible for the affiliation of the Section Members with the Victorian Croquet association and associated interests.
- (b) The Officers and Committee shall be elected by the respective Croquet Section Members at the Annual General Meeting, to be held during the first 14 days of May in each year and shall be responsible to the Board for management of the day to day running of the Section, and associated activities, (including organisation of Club Championships and Special Tournaments), arranging rosters and working bees, and to give support to all sub-Committees and appointed Officers, to receive reports from sub-Committees for presentation to the Board.
- (c) The Officers shall consist of a President, Vice-President, Secretary, Treasurer and up to four (4) Committee Members. In addition, the Immediate Past President shall continue to be a member of the Committee for a further one year only.
- (d) The Committee shall meet at least monthly for transaction of the business of the Section. At all these meetings when the votes are equal, the President shall have a second or casting vote.
- (e) To be eligible for a position on the Committee, Members must be a financial Full Member or a Life Member of the Caulfield Park Sports Club Inc.
- (f) Unless it is expressed to the contrary the Constitution and Rules shall apply to the Annual General Meeting.

2. DUTIES OF OFFICERS

- (i). **President** : The duties of the President shall be to preside at Committee and Annual or Special General Meetings of the Croquet Section, to regulate and keep order at all proceedings and to carry into effect the Constitution and By-Laws of the Croquet section.
- (ii) **Secretary:** The duties of the Secretary shall be:-
 - (a) To attend all meetings of the Section Committee and to record minutes of all meetings in a book to be kept for that purpose.
 - (b) To deal with the relevant Affiliated Association on all current matters related to Croquet.
- (iii) **Treasurer:** The duties of the Treasurer shall be:-
 - (a) On behalf of the Section, to receive all monies belonging to the funds of the Club, and within a reasonable time arrange for such funds to be banked and accounted to the Honorary Board Treasurer.

(b) Authorise spending of monies within a budget as set down by the Board and with their consent.

(iv) **Committee Vacancies:**

The Croquet Section shall have power, should a vacancy occur on their Committee, to fill such vacancy for the unexpired term, from the Members of the Croquet Section qualified to accept office.

3. SUB-COMMITTEES AND APPOINTEES

The Croquet Committee will appoint any sub- committees that they deem suitable to assist in the running and maintenance of the Section.

4. ASSOCIATION DELEGATES

(a) The delegates to the Region, Group or Association controlling the game of Croquet shall be appointed by the Committee.

(b) Any delegate absenting themselves from two consecutive meetings of the Region, Group or Association without good and valid reason to the satisfaction of the Croquet Section Committee shall be removed from the position and a new appointment made by the Committee.