

**BY-LAWS
of the
Croquet Club
Approved (will
be March 23, 2023)**

ARTICLE 1 - NAME and PURPOSE

Section 1 NAME

Croquet Club

Section 2 PURPOSE

The purpose of the club is to foster the playing of croquet at Venture Out by teaching residents and guests how to play croquet, by maintaining our courts and club equipment, and by structuring club events to encourage members to play together and participate in all club activities, including croquet play, tournaments and club fund raisers. Players on the courts should be respectful and have fun.

ARTICLE 2 - AUTHORITY and AGREEMENTS

Section 1 AUTHORITY

Croquet Club is formed under, fully accountable to and derives its authority from the Venture Out Social Club (VOSC), a 501(c)7 Corporation in Mesa, Arizona.

Section 2 ACCOUNTABILITY

We hold ourselves accountable to applicable governmental laws, VOSC and our bylaws and ancillary documents.

Section 3 ANCILLARY AUTHORITY

The Croquet Club may create Rules and Regulations whose content may be amended by a motion at a regularly called members meeting whose agenda includes such action.

Section 4 SUPERSEDE

Our governing documents shall not supersede or conflict with any VOSC document. Should club governing documents appear to lack clarity, be remiss or not explicit, the VOSB may provide instruction and guidance.

ARTICLE 3 - MEMBERSHIP

Section 1 MEMBER ELIGIBILITY

Members must be park owners, renters or guests residing in the park. Associate members must be legally in the park, but need not be residents.

ARTICLE 4 - DUTIES AND PRIVILEGES OF MEMBERSHIP

Section 1 DUTIES

Par 1	Members should continuously help foster goodwill and nurturing relationships with other clubs and lot owners within Venture Out.
Par 2	Members are encouraged to provide ideas and feedback for improvements.

Par 3	Members pay annual dues to support the club.
Section 2	<p><u>PRIVILEGES</u></p> <p>Members in Good Standing are eligible to vote for new officers, serve as officers, approve By-Laws and participate in other votes at called Member's Meetings. Associate members may not vote or serve as officers.</p>

ARTICLE 5 - MEETINGS

Section 1	<p><u>Types</u></p> <p>Croquet Club will have one annual general meeting and other meetings as needed and called by the President.</p>
Section 2	<p><u>Electronic Attendance</u> N/A</p>
Section 3	<p><u>Quorum</u></p> <p>A quorum shall consist of 20% of the members.</p>
Section 4	<p><u>Conduct</u></p> <p>Roberts Rules of Order (latest edition) shall be used to conduct business at all meetings.</p>
Section 5	<p><u>Comment of the Members</u></p> <p>During all open meetings, Members of the club and visitors shall have an opportunity to address any agenda item or, at the pleasure of the Chair, any other topic. The length of comments longer than two (2) minutes will be at the discretion of the Chair.</p>

ARTICLE 6 - FINANCIAL MANAGEMENT

Section 1	<p><u>FISCAL / SEASON</u></p> <p>The fiscal year shall coincide with that established by the VOCB.</p>
Section 2	<p><u>COMPENSATION</u></p> <p>Officers shall not receive any compensation for their services: but nothing herein contained shall be construed to preclude any Officer from serving the Association and receiving reasonable compensation for services actually performed for the Association.</p>
Section 3	<p><u>CONTRACTS and OBLIGATIONS</u></p> <p>No Officer, or Member may enter into any contract on behalf of or obligating Croquet Club or the VOSC any way.</p>

ARTICLE 7 - OFFICERS

Section 1	<p><u>Number</u></p> <p>There shall be a minimum of three (3) and a normal of four (4) officer positions.</p>
Section 2	<p><u>Duration</u></p> <p>The term of an officer is for 1 year at which time they must run for reelection. There is no maximum number of successive, broken or accumulative terms.</p>
Section 3	<p><u>Elections</u></p> <p>Officers shall be elected at the Annual General Meeting.</p>

Section 4	<u>Qualifications</u> Officers must be members in good standing. Associate members may not serve as officers.
Section 5	<u>Duty</u> N/A
Section 6	<u>Dismissal</u> A currently serving officer shall become automatically and immediately dismissed upon: Par 1 Dismissal action as a result of a VOSC Intervention as prescribed and documented in their governing documents. Par 2 N/A
Section 7	<u>Vacancy</u> If there is a vacancy in one of the officer positions, the President shall appoint an otherwise qualified member to serve for the remaining time left for that officer position. The appointed officer's term shall be for remainder of the position that was vacant.
Section 8	<u>Resignation</u> Par 1 An officer may resign at any time by sending a written or electronic notice of resignation to the President or Secretary. The resignation shall become effective at the time of the receipt. Par 2 N/A Par 3 In the event an officer ceases to be a member as defined by Article 3, Section 1 and Article 7 Section 4, the officership shall be immediately and automatically terminated.
Section 9	<u>Nominations</u> Par 1 Nominations for officers shall be made at the Annual General Meeting. Par 2 Voting for officers shall take place at the Annual General Meeting. Par 3 A member may self-nominate, nominate others, or be nominated during the Nomination process during the Annual General Meeting.
Section 10	<u>Exceptions</u> After candidate nominations close at the Annual General Meeting, and the number of nominated candidates equals the number of positions available, the candidates will assume the officer positions at the close of the meeting.

ARTICLE 8 - OFFICERS

Section 1	<u>Election of Officers</u> The members shall elect the officers of Croquet Club at the Annual General Meeting.
Section 2	<u>Number of Officers</u> There shall be a minimum of two (2) officers: President and Secretary-Treasurer.
Section 3	<u>Officer Titles and Duties</u> Par 1 <u>President</u> – shall preside at all meetings. Par 2 <u>Vice-President</u> – shall assume the duties of the President when that officer is absent and assumes additional duties and responsibilities as assigned by the President. Par 3 <u>Treasurer</u> SubPar 1 Promptly collects and regularly submits all funds and properly accounts for them before submitting them to the VOSC SubPar 2 Ensures all receipts are collected and submitted.

	SubPar 3	Keep accurate and complete books and records of accounts following Generally Accepted Accounting Principles (GAAP).
Par 4	<u>Secretary</u>	
	SubPar1	Takes prescribed minutes at all meetings. Notes shall include number of attendees, methods of attendance and list of visitors.
	SubPar2	N/A.
	SubPar3	Following the Annual General Meeting, the Secretary will email results to all members.
Par 5	<u>Director-At-Large</u>	N/A

ARTICLE 9 - VOTING

Section 1	<u>Voting Eligibility</u>	
	Par 1	All Members in Good Standing are eligible to cast one vote.
	Par 2	N/A
	Par 3	N/A
Section 2	<u>Officer Positions</u>	Voting at the Annual Meeting shall be for Officer Positions.
Section 3		N/A

ARTICLE 10 - AMENDMENTS

Section 1	<u>Effectivity</u>	By-Laws voted upon in the affirmative by a simple majority of Members at the Annual Meeting shall become effective immediately following the close of the Annual Meeting. All previously adopted By-Laws, or amendments thereto, including rewrites and restatements, shall be of no further force and effect.
Section 2	<u>Amendment Vote</u>	The agenda for each Annual Member's Meeting shall set aside time for proposed amendment discussions that may be reasonably limited by the Chair. Any amendment vote shall take place prior to a vote for officers.
Section 3	<u>Amendments, Rewrites and Restatements from the Board of Directors</u>	N/A
Section 4	<u>Amendments, Rewrites and Restatements from the Members</u>	N/A
Section 5	<u>Review</u>	The Croquet Club shall fully review the club's By-Laws in preparation for the Annual Members Meeting that fall in years ending in zero (0) and five (5). The review may include rewrites or amendments and may also occur in other years.
Section 6	<u>Notification</u>	After By-Laws are adapted, electronic copies shall be sent to the VOSB Liaison, and the Activity Director. A copy of the By-Laws will be available in the Croquet Shed at the courts for review.

ARTICLE 11 - COMMITTEES

Section 1	<u>Creation</u> The President or a majority of the officers may appoint a Committee to aid the club.
Section 2	<u>Charter</u> N/A
Section 3	<u>Limited Authority</u> Par 1 A Committee shall not be empowered to speak or act on behalf of the club, its officers or its members. Par2 A Committee shall not be empowered to spend, assign or otherwise encumber the assets of the organization, nor obligate it in any way.
Section 4	<u>Tactics</u> The responsibilities of Committees are to gather information, ask questions, brainstorm, generate creative ideas and solutions, research, investigate, record, monitor, collect, and then to summarize, compile, format and reference such data in a report or presentation, as directed by the President.

ARTICLE 12 - DOCUMENTS AND ELECTRONIC FILES

Section 1	<u>Records and Information Management</u> Appropriate paper documents and electronic files shall be maintained and protected for a period of at least eight (8) years following standard Records and Information Management (RIM) practices.
Section 2	<u>Availability</u> Copies of the By-Laws and meeting minutes will be available in the Croquet Shed at the courts for review.
Section 3	<u>Personal Information</u> Every attempt shall be made to protect personal and private information and destroy it when no longer needed. Par 1 When electronic and other communications are sent to more than one person, every attempt shall be made to use 'BCC' (Blind Courtesy Copy) and not "To" so that the mailing list remains confidential.

ARTICLE 13 - DEFINITIONS AND ACRONYMS

Section 1	<u>Acronyms</u> BoD – Board of Directors VOCB – Venture Out Condominium Board – an IRS 501(c)3 corporation in Mesa Arizona VOSB – Venture Out Social Board VOSC – Venture Out Social Club – an IRS 501(c)7 corporation in Mesa, Arizona
Section 2	<u>Definitions</u> Condominium lot – a surveyed and titled land parcel within the Venture Out development Lot Owner – one or more legal owners of a condominium lot Resident - owner or renter residing in Venture Out. Member in Good Standing - club member who has paid annual club dues and is a legal resident. Associate Member: must be legally in the park, but need not be a resident. May not vote or serve as officer.

ARTICLE 14 - DISBANDMENT N/A

ARTICLE 15 - BY-LAW HISTORY

Section 1

<u>Date</u>	<u>Action or Change</u>
23 March 2023	By-Laws created and approved by Croquet Club
January 27, 1997	Rules of Play submitted as By-Laws