

BYLAWS  
of  
**Sun City Center Lawn Bowling and Croquet Club, Inc.**  
of  
Sun City Center, Florida

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# **Sun City Center Lawn Bowling and Croquet Club, Inc.**

## **ARTICLE I - NAME OF THE ORGANIZATION**

This Club shall be known as the Sun City Center Lawn Bowling and Croquet Club, Inc. of Sun City Center, Florida.

## **ARTICLE II - LOCATION**

The Club's office and equipment rooms are located in the Eberhardt Building beside its Greens and are situated within the Sun City Center's North Campus Complex at Pebble Beach Boulevard and Cherry Hills Drive, Sun City Center, Florida. The Club's mailing address is 1009 Pebble Beach Boulevard, Sun City Center, Florida 33573.

## **ARTICLE III - OBJECTIVES**

The objectives of this Club are to promote and encourage the ancient sports of Lawn Bowling and Croquet in a manner in keeping with good sportsmanship; to teach and train participants in the sport; to foster friendly fellowship and competition among the members and with other lawn bowling and croquet clubs; and to cooperate with the Sun City Center Community Association, Inc. in maintaining the Greens in the best possible condition. The sporting and social activities of each division shall conform to the rules and regulations of pertinent rule books] as well as those issued by the Sun City Center Community Association.

## **ARTICLE IV - OFFICERS**

The officers of this Club are:

President	Treasurer
Executive Vice President	Secretary
First Vice President	Assistant Treasurer
Second Vice President	Assistant Secretary
Publicity/Marketing Director	Director of Training
Croquet Director	

## **ARTICLE V - MEMBERSHIP AND DUES**

### **SECTION A - MEMBERSHIP**

1. Any member in good standing of the Sun City Center Community Association, Inc. (SCCCA, Inc.) may become a full member of this club upon payment of dues and proof of qualification (such as a current SCCCA ,Inc. membership card)
2. Anyone who has been a member of the SCCCA, Inc. for at least 1 year and has been a full member of the Club for at least 1 year and has moved to a residential facility (and no longer paying SCCCA, Inc. dues) may become a full member of this Club upon payment of dues and receipt of a written waiver from the SCCCA, Inc. This waiver must be applied for and re-issued each year. The application for the waiver will be submitted to the SCCCA, Inc. by the Club.
3. Members of the Kings Point Association and FREEDOM PLAZA assisted living community may become full members of this Club upon payment of dues.

4. Any resident or renter/guest of Sun City Center or Kings Point or FREEDOM PLAZA can become a temporary member by paying 1/3 of the Club's annual dues each month. Temporary members have no vote nor can they be an officer of this club. They cannot participate in a tournament for Club Championship or in tournaments with other clubs. They may participate in any activity sponsored by Club strictly for social purposes.

5. Becoming a full member or a temporary member also implies a willingness to accept the responsibilities of membership. These include acceptance of committee duties and work assignments necessarily performed by Club members, without pay, for the good of the sport, proper functioning of the Club and protection of the greens.

## SECTION B – DUES

1. Dues shall be fixed or changed by the Executive Committee with the approval of a majority of the members present at the Annual Meeting or at a special membership meeting called for that purpose.

2. Dues may be accepted beginning December 15 of the year previous to their due date. They will be due on January 1st and delinquent after January 31st. A \$10 late charge will be imposed after January 31st and the delinquent member's tag will be removed from the eligible players' board until the dues in arrears are paid.

3. If new members take advantage of the free lessons, they will receive that month of bowling free. If they join the club in the months of January through June the dues would be ½ of the annual dues. If they take lessons later in the year, the first month is free. If they join in the months of July through December the dues would be ¼ of the annual dues. This policy would apply as well to new members who join the croquet club.

4. The current rates for daily, weekly and monthly play for lawn bowling and croquet along with the associated equipment rental fees will be posted in the office and/or the bulletin board.

## SECTION C – 90-YEAR OLDS

1. Anyone who has been a member in good standing of the Club for at least three years prior to attaining the age of 90 shall be honored with a lifetime membership in the Club, and shall be exempt from the payment of further dues and locker fees.

## SECTION D – REMOVAL OF A MEMBER

### **Removal of a Member**

Any member may be removed from membership in a Club for cause which a majority of the members consider sufficient. The following process must be pursued to accomplish the removal of a member.

1. The Club member who recommends the removal of another member must submit the request in writing to the Executive Committee. The letter must clearly state the reason(s) for the proposed action. The letter must be signed by the member bringing the action. The letter must be endorsed and signed by at least two (2) other members of the Club.

2. A member of the Club may be removed from membership for cause by majority vote of the members present at a duly constituted meeting of the Club. The member under consideration for removal must be notified of the time, place, and purpose of the meeting and must be allowed time to present an appeal to the members present prior to the vote. A removed member of the Club may, within 30 days of removal, request an appeal hearing to the Club Executive Committee for reinstatement of membership.

3. After one year from the date of removal, the removed member may apply, by letter, to the Executive Committee for reinstatement. If approved by a majority vote of the Executive Committee, the reinstatement must also be approved by a majority of the members present at a duly constituted meeting of the Club. Any reinstatement of this nature shall be as new members.

## **ARTICLE VI - HOW GOVERNED**

### **SECTION A – EXECUTIVE COMMITTEE**

This Club shall be governed by an Executive Committee which shall be of the officers listed in ARTICLE IV

### **SECTION B – REGULAR MEETINGS**

The Executive Committee shall meet on the first Wednesday of each month. This meeting shall be open to any member who wishes to attend. If the Executive Committee cannot meet at that time, a notice shall be posted on the bulletin board as to the time of the next meeting. This notice shall be posted at least 2 weeks before the rescheduled meeting.

### **SECTION C – SPECIAL MEETINGS**

Special meetings of the Executive Committee shall be held at the call of the President, or in the President's absence, of the Executive Vice-President. A majority of the Executive Committee members may also call a Special meeting of the Executive Committee. The Special meeting shall be open to any member who wishes to attend. A notice of the Special meeting shall be posted on the bulletin board at least 2 weeks before any such Special meeting.

### **SECTION D – QUORUM**

A quorum for the Executive Committee Meetings shall be 5 voting members.

## **ARTICLE VII – MEMBERSHIP MEETINGS**

### **SECTION A – ANNUAL MEETING**

The Annual Meeting of members shall be held during the second week of December each year. Notice of time and place must be posted 2 weeks prior to the meeting. The purpose of this meeting shall be to:

1. Elect officers for 1 year beginning January 1 (see ARTICLE IX SECTION I – NOMINATING COMMITTEE). The Chair may declare the slate elected unless there is a nomination from the floor and then a secret ballot is required.
2. Conduct such other business as shall come before the meeting.

### **SECTION B – SPECIAL MEETINGS**

A Special Meeting of the members may be held when deemed necessary by the President or by a majority vote of the Executive Committee or by a written request of 10 members to the President or the Executive Committee. The time, place, and purpose of this meeting shall be posted at least 2 weeks before the meeting.

### **SECTION C - VOTING ELIGIBILITY**

Only all dues-paid members and any over 90 year old exempt from dues in good standing with the Club shall be eligible to vote at the Annual General Meeting or any other Special Meeting,

## SECTION D - QUORUM

A quorum of the members at these meetings shall be 20% of those eligible to vote.

## ARTICLE VIII – DUTIES OF THE OFFICERS

### SECTION A – PRESIDENT

The President, who serves on the Executive Committee, shall:

1. Preside at all meetings of the Club members and all meetings of the Executive Committee.
2. Conduct all meetings according to Roberts Rules of Order.
3. Act, with the Executive Vice-President, as liaison between this Club and the Sun City Center Community Association, Inc.
4. Appoint all Chairpersons of the various committees giving each Chairperson the opportunity to select committee members, except in the case of the RATING COMMITTEE (ARTICLE IX – STANDING COMMITTEES SECTION H) where the President shall appoint all committee members.
5. Enforce, together with all members of the Executive Committee, the Club's Bylaws and other rules and regulations.
6. Be an ex-officio member of all Club committees.

### SECTION B – EXECUTIVE VICE-PRESIDENT

The Executive Vice-President, who serves on the Executive Committee, shall:

1. Serve as the Acting President upon the President's absence or at the request of the Executive Committee.
2. Work closely with the President, assisting wherever possible.
3. Perform any and all duties specified in the By-Laws and follow the instructions of the President and the Executive Committee.

### SECTION C – FIRST VICE PRESIDENT

The First Vice President, who serves on the Executive Committee shall:

1. Be in charge of all tournaments sponsored by this Club
2. Have authority for the selection of Greens and Rinks during any tournament played on this Club's greens (taking into consideration the requirements of the Greens Committee Chairperson)
3. See that accurate records and results of tournaments sponsored by this club are posted on the designated bulletin board
4. Secure and award trophies or other prizes which are to be given by this Club (the costs of which must be approved by the Executive Committee)

5. Designate, with the advice and consent of the President, Directors of all tournament play sponsored by this Club, Directors of any activities or tournaments held with other clubs.

6. Perform any and all duties specified in these Bylaws and follow the instructions of the President and the Executive Committee.

#### SECTION D – SECOND VICE-PRESIDENT

The Second Vice-President, who serves on the Executive Committee, shall:

1. Be in charge of the daily selection of open bowling and croquet teams, appointing such members as are necessary to handle the daily selection boards.

2. Perform any and all duties specified in these Bylaws and follow instructions of the President and the Executive Committee.

#### SECTION E – SECRETARY and ASSISTANT SECRETARY

The Secretary and Assistant Secretary, who are members of the Executive Committee, shall:

1. Keep accurate minutes of all Executive Committee meetings;

2. Keep accurate minutes of all membership meetings;

3. Post those minutes on the bulletin board within 2 weeks after the meetings;

4. Make a copy of those minutes for any member who requests them;

5. Record and publish all approved amendments to these Bylaws;

6. Safely keep and maintain, in a location which is known to and approved by the Executive Committee, the following records:

a. Minutes of all meetings;

b. Official copies of these Bylaws and all amendments thereto;

c. Rules and other administrative records of the Club;

d. Tournament procedures and results;

e. Current membership rolls;

f. Correspondence of the Officers or members on Club matters;

g. Audit reports

7. Perform any and all duties specified in the Bylaws and follow the instructions of the President and the Executive Committee.

#### SECTION F – TREASURER AND ASSISTANT TREASURER

The Treasurer and Assistant Treasurer, who serve on the Executive Committee, shall:

1. Keep accurate records of all monies received and disbursed by the Club, and by any and all committees of the Club;

2. Keep all funds (except for a \$50.00 petty cash fund) in financial institutions which are approved by the Executive Committee;

3. Enroll members and keep an accurate list of all members;

4. Verify the status of all members as per ARTICLE V SECTION A of these Bylaws;

5. Collect members dues as per ARTICLE V SECTION B of these Bylaws;



6. Provide the Secretary of this Club (and any member who requests it) with a current membership list at timely intervals;
7. Collect locker fees, maintain locker assignment list, waiting list and enforce ARTICLE X SECTION A,3 of these Bylaws;
8. Maintain a checking account for the Club as follows
  - a. Make deposits for the Club;
  - b. Issue all checks;
  - c. See that all signature cards required by the financial institution that has the Club account are up to date.
9. Prepare monthly financial reports and submit them to the Executive Committee for their approval;
10. Prepare a yearly report and submit it at the Annual Membership Meeting for its approval;
11. Perform any and all duties specified in these Bylaws and follow the instructions of the President and the Executive Committee

#### **SECTION G -- PUBLICITY/MARKETING DIRECTOR**

Submits notices of events, reports and articles to newspapers and other media for publication. Assists with Club communications (newsletters, mailing lists, websites, etc.) and special events designed to promote the Club and increase membership,

### **ARTICLE IX – STANDING COMMITTEES**

#### **SECTION A – GREENS COMMITTEE**

This committee is responsible to see that the Greens are kept in the best possible playing condition and shall:

1. Set the direction of play and the boundaries of the rinks so as to wear the grass as evenly as possible;
2. Decide when Greens are or are not in condition for play;
3. Set starting times for lawn bowling sessions;
4. Be responsible for the general cleanliness and tidiness of the area;
5. An advisory sub-committee may be appointed by the Greens Chairperson which shall consist of a person or persons experienced in the care and maintenance of greens. The purpose of this sub-committee is to advise the Greens Chairperson on the care and maintenance of the Greens and all equipment used for that purpose.

#### **SECTION B – RULES COMMITTEE**

This committee is guided by these Bylaws and (where applicable) by the current LAWS OF THE SPORT OF BOWLS approved by BOWLS USA and the Rules of Croquet approved by UNITED STATES CROQUET ASSOCIATION.

1. Propose to the Executive Committee, for their adoption, changes to existing rules and procedures governing all Club activities on the Greens or in the Club house;
2. If changes are approved by the Executive Committee, publish the changed rules and procedures for the guidance of the members, guests or others involved;

3. Consider additions, deletions and changes to these Bylaws and propose recommendations to the Executive Committee.

#### SECTION C – COACHING AND TRAINING COMMITTEE

This committee, chaired by a member who is an experienced bowler, shall:

1. Train new bowlers and croquet players in classes organized and conducted as often as necessary;
2. Stress the principles of lawn bowling and croquet rules of the game, explain the need to observe etiquette on the Greens and courtesy toward other bowlers, croquet players, tournament officials and spectators;
3. Decide when new bowlers and croquet players are prepared for membership and open bowling;
4. Conduct classes on rules and procedures among present members who are newly advanced to the position of Vice-Skip or Skip.
5. Conduct on-going skills improvement seminars and clinics. Be responsible for safety on the greens and for choosing and conducting purpose-driven practice sessions and games.

#### SECTION D – AUDIT COMMITTEE

This committee, which shall have no member who is at the same time a member of the Executive Committee, shall:

1. Audit the books of the Club each year, or before they are turned over to a new Treasurer, or at any time as requested by the Executive Committee;
2. Prepare and submit reports, in writing, of such audits to the Executive Committee;
3. Advise the Treasurer, Assistant Treasurer and/or the Executive Committee on matters of finance when and if called upon.

#### SECTION E – SOCIAL COMMITTEE

This committee shall:

1. Arrange and conduct all social functions of the Club, including annual banquets or picnics, that will promote good will among members and interest in the Club by others;
2. Welcome new members and introduce them to other members;
3. Have charge of refreshments that may be served at games or tournaments, particularly when guests from other clubs are present;

#### SECTION F – EQUIPMENT COMMITTEE

This committee shall have charge of the Club's physical equipment. It shall keep an inventory of bowls, jacks, rakes, mats, and croquet equipment, scorecards and other items. When disposable items run short it shall order replacements, the cost of which must be approved by the Executive Committee.

#### SECTION G – RATING COMMITTEE

The Chairperson and all other members of this committee, who must be familiar with the lawn bowling abilities of other members of the Club, shall be appointed by the President. The names of members of this

committee shall not be revealed to any other Club member. This committee shall rate members of this Club and shall advise the President of this committee's recommendations for classification or reclassification of Club members.

#### **SECTION H – NOMINATING COMMITTEE**

The members of this committee shall be appointed early in the President's term so that sufficient time will be available for serious consideration of candidates for Club offices. This committee shall:

1. Prepare a complete slate of candidates for the Club offices;
2. Post the slate on the bulletin board at least 2 weeks before the Annual Membership Meeting;
3. Present the slate to the members at the Annual Membership Meeting.

#### **SECTION I – FINANCIAL AND PLANNING COMMITTEE**

The Executive Vice-President will be the Chairperson of this committee which will include the Treasurer and the Greens Committee Chairperson. This committee shall:

1. Prepare operating and capital improvement budgets to be used by the Executive Committee as a basis for establishing annual membership dues;
2. Present these budgets to the Executive Committee for review and acceptance at least 1 month before the Annual Membership Meeting;
3. Present these budgets to the membership at the Annual Membership Meeting;
4. Plan future improvements to the Greens and areas surrounding the Greens and present these plans to the Executive Committee for discussion with the Sun City Center Community Association, Inc.

### **ARTICLE X – GENERAL**

#### **SECTION A – SPECIAL RULES**

1. Any contract entered into on behalf of the Club must be signed by the President and Executive Vice-President. Any such contract must be included in the budget or authorized by the members present at the Annual or Special Membership Meeting.
2. The Executive Committee must secure prior approval of the membership at the Annual or Special Membership Meeting for any expenditure of more than \$1,000.00 not previously approved in the budget or in an approved contract.
3. Lockers, which are for exclusive use of Club members, shall revert to the Club for reassignment if the locker fee is not paid each year. Lockers may not be transferred from one member to another.

#### **SECTION B – VISITORS AND GUESTS**

The Executive Committee may grant privileges to visitors and guests who will be expected to comply with all Club rules.

1. Greens' use by visitors or guests shall be under the direction of the President, The Vice-Presidents, and the Chairperson of the Greens Committee.
2. The Club's bowls or croquet equipment may be used only by visitors or guests when arrangements have been made by a Club member who is responsible for the return in good condition of such equipment

3. Non-Club members who hold current and paid up Sun City Center Community Association, Inc. ID cards may play lawn bowls and croquet on the Greens when such Greens are not in use by the Club, provided they obtain prior permission from a responsible Club member and pay the appropriate equipment rental fees
4. House guests of members may play lawn bowls and croquet on the Greens within a 30 day period when accompanied by the host member.
5. Guests other than house guests may play only one time in a 30 day period when accompanied by the host who must have a current Sun City Center Community Association, Inc. ID card.
6. The limitations in 5 above are waived in the case of visiting teams or individuals who come to Sun City Center to compete in Club-sanctioned lawn bowling and croquet events.

**ARTICLE XI – BYLAWS**

**SECTION A - AMENDMENT**

These may be changed or amended by a majority vote of the members present at an Annual Membership Meeting or a Special Membership Meeting called for that purpose.

**SECTION B – AMENDMENT HISTORY**

These Bylaws were adopted by the membership meeting on December 8, 2016. They supersede all prior Bylaws.

Signed

Sun City Center Lawn Bowling and Croquet Club Inc.

\_\_\_\_\_  
Jerry Healy - President

Sun City Center Lawn Bowling and Croquet Club Inc.

\_\_\_\_\_  
Rick Czachor - Executive Vice President

Sun City Center Community Association

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Helen Lewis – Club Liaison Director

