

# BY-LAWS OF THE PEBBLECREEK BOCCE BALL ASSOCIATION

March 18, 2024

## Section 1. Name

The name of this organization is **PebbleCreek Bocce Ball Association**.

## Section 2. Organization Form, Purpose and Operation

2.1 **Organization.** The PebbleCreek Bocce Ball Association is organized as a Club. Current copies of these Bylaws and the rules governing league play will be maintained and available on the club website, ([www.QuickScores.com/PebbleCreekBocce](http://www.QuickScores.com/PebbleCreekBocce))

2.2 **Purpose.** The Club's purpose is to promote interest in and enjoyment of Bocce Ball within the PebbleCreek Community, while adhering to the principles of good sportsmanship.

2.3 **Operation.** The Club will conduct its business democratically and in accordance with these Bylaws and Bocce Association Rules governing play.

## Section 3. Membership

3.1 **Eligibility.** Membership is limited to PebbleCreek residents.

3.2 **Member Waiver Form.** At time of registration, prior to being able to play, each new member must complete and turn in the Member Waiver Form prescribed by the PCHOA. These forms are available on the website. The completed form will be kept in a file maintained by the *Club Registrar*.

3.3 **Remuneration.** Provide that no individual member of the Bocce Ball Association may receive compensation for services rendered in support of the activities of the Bocce Ball Association from non-members or outside sources without approval of the Board. This includes merchandise, services, benefits, or rebates from vendors providing services or merchandise to the Bocce Ball Association that are not provided to every member. This does not preclude reimbursement of actual expenses or reasonable compensation to the Bocce Ball Association members from Bocce Ball Association funds for services rendered to the members of the Bocce Ball Association. Further, this does not preclude discounts to members for merchandise or services that are provided equally to all members or all participants in a particular activity sponsored by the Bocce Ball Association. In addition, awards for prizes and recognition of individual contributions to the Association operations may be authorized by the Executive Committee.

3.4 **Organization Structure.** Members will be organized into teams. There will be a minimum and a maximum number of players as defined in the club rules.

Each team shall designate a Team Captain and a Co-Captain prior to the start of league play. The Team Captain, or the designated representative, shall represent their team members at all meetings of the Executive Committee.

**Section 4. Officers and Executive Committee**

**4.1 Officers.** The Officers of this organization will be a President, Vice President, Secretary, Treasurer, Publicity Director, Registrar and Statistician. They will be elected for a term of two years.

**4.2 Day-to-Day Affairs.** The organization's day-to-day affairs will be managed by elected Officers.

**4.3** An Executive Committee, consisting of elected officers and the team captains shall approve all Rules and Bylaw changes. A simple majority vote by the Executive Committee shall be sufficient for all Rules and Bylaws approval and all other business/issues that may be brought before the Committee except for the removal of an elected Officer.

**4.4 Removal of an Elected Officer.** Any elected Officer or Team Captain may propose the removal of an Officer by contacting the Association President or Vice President. Upon such notification, a meeting of the elected Officers will be held to determine the merits of the request. Should the request be determined to be justified, an Executive Committee meeting will be called to determine final actions. The Officer in question shall abide by the decision of the Executive Committee. A two-thirds majority vote of the Executive Committee is required for Officer Removal.

**4.5 Misconduct.** Removal of any player for misconduct or other major rules violation will be accomplished by the same procedure as described in Paragraph 4.4.

**Section 5. Duties of the Officers**

**5.1 President:**

- A. Presides over meetings of the Executive Committee and elected officers
- B. Prepares and files any notices that the PCHOA Rules require the organization to file with the RCC or other PCHOA Committees
- C. Ensures that all officers are fulfilling their duties
- D. Calls meetings when deemed appropriate
- E. Approves the established schedules for each league

- F. Solicits volunteers, with assistance from all other officers, and forms various committees in support of the Association
- G. Works with PebbleCreek Management concerning support of the Association, maintenance of facilities and planning of future improvements
- H. Appoints replacement officers as necessary and as soon as qualified and willing volunteers are found

**5.2 Vice-President:**

- A. Assists the President in all his/her duties and activities
- B. Assumes the duties of the President when he/she is absent
- C. Fills the unexpired term if the Presidency becomes vacant
- D. Oversees social activities
- E. Organizes and oversees the open play, if any
- F. Organizes and oversees the Annual Picnic
- G. Carries out other duties as assigned

**5.3 Secretary:**

- A. Records minutes of the Board and Executive Committee meetings
- B. Prepares minutes for distribution to appropriate attendees (Board Meeting minutes to Board Members), Executive Committee meeting minutes will be posted on the website.
- C. Prepares By-Laws updates for distribution to Board Members, Executive Committee Members and the General Membership, to be posted on the website
- D. Carries out other duties as assigned

**5.4 Treasurer:**

- A. Reconciles funds received and deposits them promptly in a FDIC bank account

- B. Pays all approved obligations of the Association and reviews the efficacy and financial soundness of proposed expenditures.
- C. Maintains the financial records of the organization: Implements and maintains a computer-based spreadsheet of deposits, issued checks and disbursements. Issues financial reports for review at Board, Executive Committee and Annual Membership
- D. Assists the Officers of the Association in researching costs of implementing operational improvements and events under consideration.
- E. Carries out other duties as assigned.

**5.5 Publicity Director:**

- A. Submits news articles to the PebbleCreek Post, PebbleNews, and local newspapers and magazines
- B. Prepares flyers and notices and posts them in glass cases at both Clubhouses
- C. Contacts Robson Marketing for TV exposure, when needed, for special events
- D. Enlists the help, if necessary, of someone to take photos of special events for flyers and articles and for recorded history
- E. Keeps notices and club information updated in a timely fashion
- F. Keeps the Facebook group for ‘\*\*Pebble Creek BOCCE BALL’ updated with all notices, updates, news, photos, etc.
- G. Carries out other duties as assigned

**5.6 Registrar:**

- A. Is responsible for the registration of individuals and teams
- B. Plans dates with the President of each season for the next year, to receive registrations and fees and to answer questions. Makes sure that all new members sign a waiver form. Collects fees and submits to the Treasurer
- C. Establishes teams and schedules for all leagues. Ensures team rosters and schedules are posted on the website.
- D. Maintains and keeps current the file of signed Member Waiver Forms

- E. Reserves court time for all leagues and for special league events in the Bocce Registration Book located in the Sports Building
- F. Carries out other duties as assigned

**5.7 Statistician:**

- A. Maintains and distributes daily results and league standings: Prints score sheet forms and places them in the bocce shed for each week's play. Collects completed score sheets for each league. E-mails results to Captains, Co-Captains and team members via the web site
- B. Holds a bocce clinic before the beginning of each season.
- C. Carries out other duties as assigned.

**Section 6. Election of Officers**

6.1 **Term.** The Board year shall be July 1 to June 30<sup>th</sup>.

6.2 **Nominating Committee.** The Nominating Committee shall be appointed by the President and shall consist of at least three members. The Nominating Committee shall, from the regular membership, select a slate of candidates consisting of one or more qualified names for each office. Consideration shall be given to qualified volunteers.

6.3 **Election.** Officers will be elected at the Executive Committee meeting prior to the spring session. Election of President, Secretary, Treasurer, and Statistician will be held in even number years. Election of Vice President, Publicity Director and Registrar will be held in odd numbered years. Officers will serve a two-year term beginning July 1st. A vacancy in any office, except the President, shall be filled by Presidential appointment.

6.4 **Voting.** If all open positions only have one candidate, then the vote will be at Spring captain's meeting. If any office has more than one candidate, then voting will be done electronically.

6.5 **Successive Terms.** All officers who are members in good standing will be eligible for re-election.

**Section 7. Meetings**

7.1 Executive Committee meetings will be held prior to the start of play for each season (ie. Fall, Winter and Spring). Any other meetings deemed necessary, will be held at times and places determined by the President. Appropriate notice will be given to the Captains.

**Section 8. Committees**

Committees may be established by the President or his/her designee as needed.

8.1 The President will nominate a Conflict Resolution Committee, consisting of three active bocce members.

**Section 9. Dues and Fees Due**

Dues, September through May, shall be a set fee as determined by the Officers, for all players, for each day league team and each night league team they play. Dues may be increased or decreased as needed upon review by the officers.

**Section 10. Amendments**

Amendments to these Bylaws require a simple majority vote of the Executive Committee members present at any Executive Committee meeting.

**Section 11. Dissolution**

In the event of the dissolution of the organization, the following actions will take place:

1. All members will be notified of the dissolution
2. The Treasurer of the Bocce Association will discharge and pay any remaining liabilities and expenses of the Bocce Association
3. Any remaining monies held by the organization will be donated to the PebbleCreek Kare Bears.
4. The President of the Bocce Association will notify the PCHOA Board of Directors of the club dissolution.

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**Thomas Bose, President**

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**Joe Lorino, Secretary**