

Lake of the Pines



Lake of the Pines Bocce League By-Laws

ARTICLE I – NAME

This organization shall be known as the Lake of the Pines Bocce League.

The Lake of the Pines Bocce League is an activity within the Lake of the Pines Sports and Activity Club (SAC).

ARTICLE II – OBJECTIVES

Section 1. To foster, encourage and promote Bocce as a recreational and social activity in the Lake of the Pines community.

Section 2. To contribute to the enhancement and maintenance of Lake of the Pines Bocce facilities by working with the Lake of the Pines Board of Directors, SAC and the Lake of the Pines Public Works Department.

ARTICLE III – MEMBERSHIP

Section 1. – A bocce league player must be 18 years of age and a registered LOP resident. A registered player is an owner, member of a household and or tenant who has been assigned a Lot # by the LOP Administration Office. LOP Employees who are not residents may register for the league by validating their employment through LOP Bocce Board.

Section 2. Members must sign a liability waiver on their application stating that they play at their own risk.

Section 3. Bocce Ball teams will consist of a minimum of 8 members with a captain and co-captain. Teams with less than 10 members on their team will be required to accept additional players. Individual members will be added to teams in the following order: first teams of 8 members, followed by teams with 9 members, and so on. Individual member who declines a team or league night will have their registration refunded. No team will be required to have more than 10 members.

Section 4. Bocce League Team Captains are responsible for:

- A. Attending the Captains' Meetings.
- B. Voting for the Bocce League Board and other issues.
- C. Maintaining possession of their team's key to the Bocce League Equipment Shed.
- D. Supervising their team's games.
- E. Relaying information to their teams about rules and League activities.
- F. An accurate and complete Team registration form.

ARTICLE IV – REGISTRATION FEES

Section 1. Registration fees are payable at the beginning of each season with the individual or team application.

Section 2. Registration fees may be adjusted by the Bocce League Board based on the current year's budget.

Section 3. Registration fees and any other receipts shall be used for Lake of the Pines Bocce League supplies, equipment, facilities, awards and league activities. No part of the League fees shall be for the benefit of any of its members.

Section 4. The League fiscal year is January 1st through December 31st.

ARTICLE V – BOCCE LEAGUE MEETINGS

Section 1. Shall be held at least twice a year, at the beginning and end of the season. At any such meeting each Team Captain, or their designee, may participate in the proceedings and vote. Other team members may attend, but not vote.

Section 2. Special Meetings of the Bocce League Board may be held at any time at the discretion of the Bocce League Board Chair or upon the request by two Board Members, to conduct any lawful business of the Bocce League.

Section 3. Special Meetings vote may be conducted by phone or e-mail by a quorum of the Bocce League Board.

ARTICLE VI – BOCCE LEAGUE BOARD

Section 1. The Bocce League Board shall be comprised of eight (8) members who are elected by the Bocce League Captains. Each board member shall serve for a two-year term. Bocce League Board members may be re-elected at the discretion of the Bocce League. Only board members shall have voting rights at Bocce League Board meetings. The previous year's Chair shall have voting rights in case of a tie vote.

Section 2. A Bocce League Nominating Committee shall be appointed by the Board Chair to submit a slate of Board candidates for the following season. It shall be the responsibility of the Nominating Committee to obtain the acceptance of those nominated.

Section 3. The list of nominees will be emailed to the Captains at least two (2) weeks prior to the end-of-the-season Captains' Meeting.

Section 4. Additional nominations may be made from the floor provided nominees give their consent.

Section 5. Bocce League Board elections will take place at the end-of-the-season Captains' Meeting. Each team has one vote. Each team's Captain has a vote equal to the number of positions open. There is no cumulative voting.

Members shall be elected to two year terms, with three members elected one year and four the next year. The term of those elected shall commence at the conclusion of the End-of- the-Season Captain's Meeting.

Section 6. Bocce League Board meetings will be held throughout the year at the discretion of the Board.

Section 7. The previous year's Chair may serve on the Bocce League Board as ex-officio the following year. (if not re-elected to the Board).

Section 8. If a Board Member is absent from more than three (3) Board meetings without approval, that office shall be declared vacant. The Chair shall, with the ratification of Board, appoint a successor to complete the unexpired term.

Section 9. In the event of the resignation of any Board Member, or the termination of their membership, the successor shall be appointed by the Chair and ratified by the Board to fill out the unexpired term.

ARTICLE VII – BOCCE LEAGUE BOARD OFFICERS

Section 1. The Bocce League Board will elect its own officers out of the members on the Board. Officers will serve for one (1) year. Board members who are not officers, will serve at-large.

Section 2. Officers of the Board shall consist of a Chair, Co-Chair, Secretary, and Treasurer. Their duties shall be as follows:

A. The Chair shall:

- (1) Schedule and preside at all meetings.
- (2) Prepare the agenda for each meeting.
- (3) Appoint all committee chairpersons.
- (4) Oversee committees and their activities.
- (5) Act as liaison between the Lake of the Pines Association and the Bocce League Board of Directors.
- (6) Sign for approval on Expense Forms. The Chair has authority to approve expenditures for all budgeted items and up to \$350 for non-budgeted expenses. Any non-budgeted expense over \$350 must be approved by a vote of the Bocce League Board.
- (7) Have signature authority on the checking account.
- (8) Appoint an auditor within 60 days following the end of the Bocce League season to audit the Treasurer's books.
- (9) Have knowledge of Robert's Rules of Order.
- (10) Keep a notebook on job duties to pass on to the subsequent Chair.

B. The Co-Chair shall:

- (1) Assist the Chair as needed.
- (2) Run meetings when the Chair is absent.
- (3) Fulfill any duties that the Chair may assign.
- (4) Have signature authority on the checking account.
- (5) Approve expenditures in the absence of the Chair. (Same authority as A.6.)

C. The Secretary shall:

- (1) Record minutes of all Board and League meetings and communicate same at next appropriate meeting.

- (2) Provide the Chair with a copy of the minutes within a reasonable period after each meeting.
- (3) Send all correspondence as directed by the Chair.

D. The Treasurer shall:

- (1) Have knowledge of Excel Spreadsheets.
- (2) Serve on the annual Budget Committee and present the Budget for Board approval.
- (3) Publish the Annual Budget to the Team Captains and Board.
- (4) Receive and deposit all monies belonging to the League.
- (5) Have signature authority on the checking account.
- (6) Pay bills as authorized. Require authorized Expense Forms and retain receipts for all monies disbursed.
- (7) Keep financial records and provide a Treasurer's Report and Budget Update at each Board meeting.
- (8) Make Treasurer's books available to the appointed auditor at the end of each season.

ARTICLE VIII – COMMITTEES

Section 1. The Bocce League Board Committees and their duties shall be:

A. Budget Committee shall prepare the Annual Budget for the Bocce League and present the Budget for Bocce League Board approval.

B. Publicity Committee will submit registration and event information to the Lake of the Pines media. They will prepare posters/banners and distribute them appropriately within Lake of the Pines.

C. Registration Committee will accept Registration Forms and fees and record the members/teams on Excel spreadsheets. Fees will be turned over to the Treasurer for deposit with a list of checks. The Registration Committee will attempt to place all individual registrants on teams.

D. Scheduling Committee will prepare schedules for team play and distribute them to Team Captains. Schedules will be posted on the Bocce League bulletin board and the Bocce League website.

E. Statistics Committee will receive game scores from the Captains and record on Excel spreadsheets. Team standings will be posted on the Bocce League website and posted on the bulletin board weekly.

F. Rules Committee will review and revise the Bocce League Rules annually. Revised rules will be distributed to the Captains, posted on the bulletin board and website, and presented at the first captains' meeting of the year. Rules Committee will schedule referee training as needed.

G. Facilities Committee will check that the courts are in good condition and the courtside locker contains needed equipment. They will work with the Bocce League Board and the Lake of the Pines Association to suggest needed maintenance and improvements of the courts and facilities.

H. Events and Awards Committee will plan the end-of- the-season party, including awards for winning teams, and present a budget to the Bocce League Board Budget Committee for approval. Additional events may be planned as needed. The E&A Committee will oversee all event activities and purchase of awards. Expense reports, invoices and receipts will be turned over to the Treasurer for processing.

I. Nominating Committee shall be appointed by the Board Chair to submit a slate of Bocce League Board candidates for the following season. It shall be the responsibility of the Nominating Committee to obtain the acceptance of those nominated.

J. Long Range Planning Committee will work with the Bocce League Board and the Lake of the Pines Association to suggest desired improvements of the courts and facilities.

K. Website Committee will update and maintain the Lake of the Pines Bocce League Website as needed.

L. Special Committees may be added/deleted at the discretion of the Board.

Section 2.

A. All chairpersons of the Committees listed in Section 1 are responsible to the Chair.

B. All chairpersons shall turn over all committee documentation to the newly appointed chairperson at the end of their term.

ARTICLE IX – ORDER OF BUSINESS

Robert’s Rules of Order Revised shall govern the proceedings of all meetings of the Lake of the Pines Bocce League when not inconsistent with the purpose of the meeting.

Section 2. The regular order of business of the meeting shall be as follows:

1. Call to Order
2. Welcoming guests and new members
3. Minutes of last meeting
4. Chair’s Report
5. Treasurer’s Report
6. Committee Reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE X – AMENDMENTS

Amendments to this document may be adopted at any Bocce League Board meeting by a majority vote of the Board. Amendments shall become effective immediately upon adoption, unless the motion to adopt specifies an effective date.

ARTICLE XI – QUORUM

Section 1. Fifty-one percent of the Bocce League Board membership shall constitute a quorum for transacting business of the Board.

Section 2. Any number of captains (or their designees) may be present at the Bocce League Captains’ meetings and shall constitute a quorum.