

# **BAYSWATER BOWLS CLUB**

## **CLUB BY-LAWS**

## **OCTOBER 2015**

### **PREAMBLE**

Under the constitution, the Board of Management has the power to make policy decisions and create by-laws on matters not covered by the Constitution. These are revised and updated from time to time as circumstances change.

Changes to by-laws have been made by the Board of Management to reflect the new Constitution as approved at the AGM held on May 4<sup>th</sup> 2014.

The Board adhered to the previous principal that, while obeying all the rules of Bowls Victoria insofar as they apply, the Club should not necessarily be bound by practices or conventions which have been instituted or followed at other Clubs.

The Board of Management is also empowered to delegate powers, including policy issues, to other committees and sub-committees, providing that these policies confirm with the general guidelines of the Board of Management.

Co-operation of club members in these matters is appreciated.

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Note:

Section 51 of the Constitution reads: The Board may make By-laws and Regulations, not inconsistent with these rules, for the efficient working of the club and may alter, amend or rescind same. All By-Laws shall be entered by the Executive Secretary in a book to be kept for the purpose which shall be available for inspection by the members. Changes to the by-laws, and introduction of new by-laws should as soon as practicable be conveyed to members by posting details on the Club's notice board.

Section 15 of the Constitution and Attachment "A" of the constitution outlines members' obligations to abide by the Constitution and Rules and By-laws of the Club and also outlines the Board's power to take action against members for breaches of these.

## **OPERATIONS OF BOARD OF MANAGEMENT**

Policies adopted for the conduct of the Board of Management shall broadly apply to other committees.

### **Decisions**

Deliberations of committees should remain confidential, and committee members are expected to publicly support decisions made by the committee.

### **Conduct at meetings**

In the event of misbehaviour by a member of a committee, that committee may suspend the person for the duration of the meeting.

### **Minutes**

A full set of the minutes of board meetings are to be filed and kept at the Office. An additional set of current minutes are placed in the **yellow** folder in the foyer.

### **Reports to meetings**

All reports to board meetings should be in writing where possible, and include financial implications (if any) of any action taken.

### **Correspondence**

A record of all correspondence is to be kept by the Executive Secretary and circulation of any material to committee members be noted.

### **Policy Decisions**

A list of important policy decisions be published by the Executive Secretary for the information of members from time to time.

### **Special Events**

Sub-committees to be formed as necessary to run special events are to ensure that such events are properly arranged and conducted. (e.g. hospitality days/nights for sponsors, open days etc.).

## **FINANCE**

### **Membership**

The category of junior member will apply to any member under the age of 18 years and will attract an annual subscription equal to 50% of full membership.

Members changing from social bowler member or social member to full member shall pay the full membership subscription applicable less any fees already paid, subject to the above mentioned discounts.

There will be no refund of fees to members wishing to leave the club

**Purchases**

Purchases of a non-consumable type must have the approval of the board of management. Requests to the board for approval to purchase such items should be accompanied by at least one quote.

The board of management authorises that, for minor or consumable type purchases, the following persons or sub committees may operate a float as listed, subject to the requirements of the financial director:

Executive Secretary	\$600.00
Garden Committee	\$ 50.00
Maintenance	\$ 50.00
Green Keeper	\$ 50.00
Bowls Coordinator	\$800.00
Kitchen	\$300.00
Functions Coordinator	\$200.00

In addition to the above, all accounts submitted to the Board of Management for payment should be verified by the person(s) responsible prior to being submitted.

**Investments**

The Financial Director is empowered, after approval by the Board to place surplus funds appropriately in order to maximise the return on the money.

**Issue of Receipts**

In the interests of convenience, any member of the Board of Management may receive money from members and issue a receipt. An official receipt book is available in the bar. Money is to be passed to the Financial Director or the Executive Secretary at the earliest opportunity.

**Banking**

For insurance purposes, the Board of Management will authorise specific members to take money home prior to banking.

**Green Fees**

The Board of Management will set green fees.

The Bowls Coordinator (or nominee) has the power to refund green fees or give a credit if the circumstances warrant.

**Fund Raising**

Committees are not to raise funds for particular projects (as distinct from general fund raising) without prior permission from the Board of Management.

**ELECTIONS****Records**

Voting slips and results of elections shall be destroyed 30 days after the results of elections are declared. If an elected person resigns within 30 days of election the candidate with the next highest number of votes shall be asked to fill position. If a vacancy occurs on a committee after 30 days, the committee concerned shall recommend to the Board a suitable member to fill vacancy.

### **Nomination Box Opening**

Nominations in writing and properly proposed and seconded, shall be handed to the Executive Secretary, or lodged in nomination box set out for that purpose. Executive Secretary to check box regularly for nominations, will verify nominations are correct and will then list them on notice board in club rooms. No other person is to change or alter any nomination so listed. Closing date will be as per notice for AGM.

### **MEMBERSHIP**

#### **Life members**

Life members should be nominated in accordance with clause 8 of the constitution and following the guidelines (see appendix A) laid down by the Board of Management.

### **SECURITY**

#### **Keys**

Keys only to be issued strictly on a "needs" basis only, and only to be made available with the approval of the Board of Management. Board of Management members, and President of the Bowls committee will be among those holding master keys.

The Security Officer will keep a register of keys, including those to the bar safe.

Security proximity cards to be provided to members on payment of \$10.00, which is refundable on return of the proximity card.

Gate keys to be provided to members on payment of \$6.00, which is refundable on return of the key.

#### **Locking Up**

The last male member of the club having the appropriate key and proximity card, on any occasion, and particularly at night, is to be responsible for the locking of the buildings and gates.

#### **Suspected Theft**

All suspected thefts or suspicious discrepancies of money, stock or Club property be immediately advised to the Security Officer and reported to the Board of Management.

#### **Borrowing of Club Property**

No equipment is to be borrowed from the club by anyone without first obtaining permission from the person who is in charge of the equipment, and should be returned as soon as possible. A note should be left on the Executive Secretary's clip in the office with borrower's name, date, what is being borrowed and the date it will be returned.

### **CLUB ROOMS**

#### **Smoking**

Smoking is prohibited within the confines of the Bayswater Bowls Club grounds, with the exception of the designated area of the veranda, but not within four (4) metres of barbecue when food is being cooked, on the path leading from garage, on the top bank at the north east end of No. 1 green, bottom south east corner of the number 2 green and within four (4) metres of the front entrance.

#### **Advertising**

No private advertising is to be displayed in or around the club.

### **Badge Board**

The Executive Secretary, or his nominee, shall be appointed curator.

### **Cleaning After Special Events**

When special events are held, the group responsible for the running of the event must ensure that the Club rooms are left in a clean and tidy condition.

### **Notice Boards**

Personal notices are to be restricted to the boards located in the change rooms. Notice boards in the entrance hall and in the office are for club business only.

Use of the notice boards is to be controlled by the appropriate Secretary. Appropriate standard forms to be provided for use on the boards. In the interest of neatness, scrap paper is not to be used.

### **Fitting and decorations**

Nothing is to be fitted to the walls or installed in the club house without the permission of the Board of Management.

### **Honour boards, etc.**

Achievements for inclusion on the honour boards will be for Bowls Vic. winners or runners up in open or higher events.

Sides winning premierships shall be included on the club Achievements Board.

All banners and flags won by official club sides including indoor bias bowls shall be displayed in an appropriate manner, with names and photographs of participating players where possible.

### **Display of Photographs**

Photographs of the Executive Director, Executive Secretary, Financial Director, Executive Committee (2) Bowls President, Bowls Vice President, Bowls Committee (2), Bowls Secretary, Bar Manager, Green Keeper, Bowls Coordinator Chair Persons Saturday/Tuesday Selectors, Functions Co-ordinator, Coach and Kitchen Manager shall be displayed in the clubroom together with their names and positions, so that visitors may identify such officials.

### **Lockers**

Lockers are to be sold to members at \$45.00 each, on the basis that they revert automatically to the Club without payment on the cessation of membership for whatever other reason.

Lockers are available on a per annum basis of \$10.00.

### **DRESS, CONDUCT ON THE GREENS, etc.**

#### **Dress**

Singlets are not acceptable. A tee shirt or normal shirt must be worn within club boundaries.

#### **Restrictions on Play**

When pennant games are in progress, non-pennant players (excluding bankers) may not play on the same green.

When Bowls Vic. official games are being played at the club, no club games or other activities are to be held on the same green.

### **New bowlers**

All new bowlers must be approved by a member of the coaching panel before playing social or pennant bowls.

In the absence of accredited coaches, senior players may give advice to new and existing bowlers.

### **Social Bowls Events**

All club social (i.e. non-pennant) bowls events will be run by the Bowls Coordinator or his/her nominee.

Organisers of all social events, sponsored or non-sponsored, must ensure that names are readable on winner and runner-up cards. The prizes awarded are to be noted along with name(s) and the cards placed in a clear plastic envelope at the board in the office for reporting to the sponsor and in the newsletter.

### **GREENS KEEPER**

The Greens Keeper shall nominate a substitute to act on his behalf in the event of his absence and a notice shall be posted naming the substitute.

### **CLUB CHAMPIONSHIPS**

The power to determine whether games, including Club Championships, should be played in whites or not lies with the Bowls committee, who may delegate that authority to the Bowls Coordinator.

When club championship games are being played, members may play on either green, but wherever possible an empty rink should be left between the players (involved in championship games) and the players (not involved in club championship games).

No person may enter a club event until they are accepted by the Board and are a paid up member.

An event will not be held if there are insufficient entries to allow a minimum of three rounds. The minor championships are open to all club members, except previous Singles and Minor Club Championship winners.

The Bowls Co-ordinator shall do everything in their power to ensure that events are not cancelled.

All events are to be advertised on a Saturday and Wednesday, closing dates are given and if there are not enough names down, the Bowls Co-ordinator must approach individuals directly.

When matches are to be played "on or before" a certain date, extensions will only be granted in the case of inclement weather or as allowed by Bowls Vic. rules. Dates and times of play, once agreed to by the parties, must be adhered to or the game is forfeited by the defaulting party. The only exception would be if the greens were closed on the date concerned.

Except for club championship singles and pairs events, all other games shall be open events.

The Greens Keeper will allocate rinks for matches, otherwise the players or skips will toss a coin, and the winner shall select the rink.

### **TROPHIES**

A trophy will be presented to members of a Premiership winning side.

All perpetual trophies to remain in the club rooms and the winners to be presented with a personal trophy.

Proposed donated trophies must be approved by the Board Of Management.

## **RULE BOOKS**

Rule Books will be provided free to umpires, and supplied free of cost to team managers. All other members will pay the full cost.

## **CARPET BOWLS**

Carpet bowls will be controlled by a committee elected by the carpet bowlers themselves.

## **BAR**

### **Operation**

The bar is to be run as a business entirely separate from the running of the Club itself, to be run by a Bar Manager, responsible to the Board of Management.

### **Decoration**

Setting up and decorating the bar is the responsibility of the Bar Manager. All product advertising is to be confined within the bar itself, with the exception of sponsored events.

### **Closure during Meetings**

During an Annual General Meeting or a Special General Meeting the bar is to be closed 15 minutes before the scheduled starting time of the meeting and not reopened until the meeting is concluded.

### **Consumption of Liquor**

Regardless of permit conditions, liquor is to be consumed at the club only in the clubhouse, including the veranda, the barbecue area and the lower west bank, alcohol may be consumed when on the centre bank but drinking glasses and bottles are not permitted in this area.

### **Supply of Drink for Club Activities**

That the Bar Manager can, at his discretion, allocate drinks for Club activities to a maximum of \$500 in a Club financial year.

## **CATERING**

### **Charges**

No charge will be made for coffee available in the kitchen for members and persons working around the club.

## **Communications**

### **Information Technology (I.T.)**

The Board of Management will appoint an I.T. Manager. The I.T. Manager will be responsible to the Board for the Club computer systems including internet, web site, social media and all aspects of the clubs computer facilities.

No Bayswater Bowls Club member can input, amend or change the club I.T. systems without permission. Club members are invited to make suggestions to the nominated I.T. Manager who will consider any valid suggestions.

**CAR PARKING**

The front car park is designated as “nominated and accessible parking only”. It is available, subject to space availability, only to members of the Board, Bowls Committee; for short-term loading and unloading purposes (i.e. trade goods); for the bar manager and duty bar staff .The chairpersons of the following subcommittees: Building and Maintenance, Catering, and Gardening may use the car park but only when engaged in club duties. It may be used on Monday mornings by members of the working bee; by Saturday pennant selectors on Monday evenings; Mid-week selectors may use the car park on Tuesday afternoons if spaces are available and by carpet bowlers during winter evenings.

**ALMONERS**

Given that each case is likely to be different, Almoners are empowered to take such action as appears appropriate.

Almoners are responsible for the placement of death notices on behalf of the Club (always including the appropriate Logo) and the taking of any other action appropriate in the circumstances of the case.

**FLYING OF FLAG (DEATH OF MEMBER)**

On the death of a member, the Club flag will be flown at half mast on the day of the funeral and on the next occurring pennant day if the death occurs during the bowling season.

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**SUMMARY OF GUIDELINES  
FOR  
NOMINATION OF A MEMBER FOR LIFE MEMBERSHIP**

Life membership is not something that merely happens by the effluxion of time, but recognises services which have enhanced the reputation, progress and performance of the organisation.

The person should have given 15 years of service to the Club.

The following should be taken into account:

Service as an office-bearer

Service in voluntary work in any capacity among the various committees and work groups.

In reviewing the merits of the member/s proposed, consideration should be given to the age of candidate nominated. Given that a restricted number of Life Members can be appointed, the older candidate should be appointed when other criteria is comparable, so that they may have the opportunity to receive some years of enjoyment of the awards.

There should be no more than ten living life members at any one time.

(See also Clause 8 of the Constitution).

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