



# *Bayswater Bowls Club*

*"Friendship through Bowls"*

## *BY-LAWS*

*AND*

## *POLICIES*

**Updated May 2023**

## **PREAMBLE**

Under Rule 67 of the club's constitution, the Board of Management has the power to make policy decisions and create by-laws. These are revised and updated from time to time as circumstances change.

These by-laws and policies replace those dated October 15, 2015, and include new by-laws resulting from the introduction of a new constitution in 2020 and a review of all existing policies. Outdated policies have been deleted, and others have been reworded, and new or changed policies not included in the 2015 booklet have been included. These by-laws are more extensive than previous versions because they cover a large number of items that were formerly within the Constitution.

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 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.

Rule 67 states that by-laws "are binding on all members" and the co-operation of club members in these matters is appreciated.

Details of changes or new by-laws or policies will be posted on notice boards, published in the newsletter, and will be available on the web site, then incorporated in a master copy in a folder that is in a place available to members, along with the constitution and minutes of recent Board meetings.

## **CATEGORIES OF MEMBERSHIP**

### **1. Life Members**

Any person who has rendered a service or services to the club may be elected a Life Member at any general or special meeting.

Nominations for life membership must be in writing and give full details of the service or services rendered to the Club that justify the nomination.

The nominations must be signed by two or more members of the Club entitled to vote in accordance with Part 3 of the Constitution and lodged with the Secretary who shall post the nomination on the Club's notice board for exhibition for at least fourteen days prior to consideration by the Board. The Board must consider all submissions made in writing by members before making any recommendation to a general or special meeting.

For the nomination to proceed to a general meeting it must be approved by three-quarters of Directors present at the Board meeting, voting in a secret ballot.

At the general meeting, voting for life membership shall be by secret ballot of members present with voting entitlements, conducted by two scrutineers appointed by those present at the meeting, and requires three quarters of these votes to succeed.

**1.1** Voting System for Life Membership: At the AGM or Special General Meeting at which Life Membership is being considered, the scrutineers will distribute blank pieces of paper on which members will write "Yes" or "No" when asked the question by the Chair, "Do you approve (name) being made a life member? Please vote yes or no."

**1.2** An elected Life Member will enjoy full privileges and be relieved of payment of further annual subscriptions, but no other financial obligation.

(Note: An addendum to the current by-laws contains guidelines as to the criteria for life membership.)

### **2. Other Members**

In addition to full and life members, and honorary members as defined in the Constitution, the Board may determine other categories of membership, to be entitled only to such privileges as the Board determines from time to time. These members do not have voting rights but are permitted to attend and participate in general meetings of the club. All members shall comply with all the rules and regulations set down in the Constitution and By-laws. Members may upgrade categories upon payment of such a sum as determined by the Board.

#### **2.1 Junior Bowler Members**

Persons under the age of 18. Their presence in the club is determined by the club's liquor licence, and laws relating to the supply and consumption of liquor. Annual subscriptions will be 50% of a full membership.

#### **2.2 Social Bowling Members**

Social Bowling Members are entitled to play bowls at our club in all respects except they are not entitled to play Pennant or enter Club Championships or enter any BV tournament organised outside of the Bayswater Bowls Club. Subscriptions for Social Bowling Members shall be set at 50% of the Full Membership subscription.

### **2.3 Carpet Bowler Members.**

Carpet Bowler Members, previously called Indoor Social Bowlers, will enjoy the same privileges as Social Members with the addition of playing carpet bowls, and will be registered with the appropriate indoor biased bowls association or governing body if required. Subscriptions and green fees will be set at the AGM on the recommendation of the Board.

Note: This type of membership does not preclude full, life, or social bowlers from participating in carpet bowls.

### **2.4 Social Members**

Social Members enjoy all the amenities of the club with the exception of playing lawn or carpet bowls. This does not preclude them from trying out either game. Social members must not be under 18 years of age. Subscriptions will be set at the AGM on the recommendation of the Board.

### **2.5 Application for Membership**

Any application for membership made in accordance with sub-rule 11.2 (a) of the Constitution (prescribed form), should be clearly dated and placed on the notice board, and a Director informed that an application has been made. Unless there are compelling reasons otherwise, the form should remain on display for two weeks before a decision is made by the Board.

## **3. COMPLAINTS AND DISCIPLINARY PROCEDURES**

### **3.1 Lodging a complaint**

Any person wishing to make a complaint to the Board that might lead to the Board instigating disciplinary procedures as laid down Part 3, Division 2 of the constitution, should do so in writing within seven days of the event which led to the complaint.

The complaint must be made in writing or lodged by email with the Secretary or any Director. A director receiving such a complaint must pass it on to the Secretary as soon as practicable.

### **3.2 Convening a Board Meeting**

Upon receipt of the complaint, the Secretary, unless there is a scheduled Board meeting imminent, should convene a special meeting of the Board using the urgency powers as laid down in Rule 53.4.

### **3.3 Convening a Disciplinary Sub Committee**

Should the Board decide to convene a disciplinary subcommittee it must be done in accordance with rule 21.2, relating to the time-frame within which notices must be given, unless the member who is the subject of the complaint agrees to an earlier hearing.

### **3.4 Disciplinary sub committee**

Unless it would be in breach of Rule 20 of the Constitution, the disciplinary subcommittee should consist of Directors.

### **3.5 Refusal of Renewal of Membership**

At the expiration of any financial year in respect of which any person has paid a subscription, the Board, if it is of the opinion that it is undesirable in the interests of the Club that the person concerned should continue to be a member, may decline to accept any further subscriptions from that person.

A decision of a minimum of 75 per cent of Directors present at that Board meeting is required to support the motion.

In line with Rule 12 c) in relation to new memberships, no reason need be given for the Board's decision. The Executive Secretary shall notify any such person in writing of the decision and that person shall thereupon cease to be a member of the Club. However, all such persons shall have the same right of appeal as members subject to disciplinary subcommittee findings.

## **4. VOTING SYSTEMS**

**4.1** Voting for all Directors of the Board and Selection Committees will be on a "first past the post" system, i.e. the person receiving the highest number of votes wins. Should there be an election for the two positions of Elected Director, then two names, and only two names, should be ticked on the ballot paper. The people with the highest and second highest number of votes win.

Similarly, if an election is held for positions on the selection committee, four boxes, and only four boxes, should be ticked, and the people obtaining the four highest counts will be elected.

### **4.2 Nomination Box Opening**

Nominations for elected positions shall be handed to the Secretary or lodged in a nomination box set out for that purpose. The Secretary is to check the box regularly for nominations, verify they are correct, and then list them on a notice board in the club rooms. No person is to change or alter any nomination so listed.

### **4.3 Voting Records**

Voting slips and results of elections shall be destroyed 30 days after the results of elections are declared. If an elected person resigned within 30 days of election, the candidate with the next highest number of

votes shall be asked to fill the position, otherwise Rules 50.1 a) and 52.1 of the constitution will apply. In the event of the vacancy being for a position other than on the Board, then the Board should seek non-binding advice from that committee.

## **5. BOARD**

### **5.1 Meetings**

Regardless of the requirements of Rule 54 of the Constitution, the Board should make every attempt to meet monthly, unless there is insufficient business to warrant it.

### **5.2 Greens Director and Bowls Director**

At its first meeting after the AGM, the Board shall appoint, or confirm the appointment of, a Greens Director and Bowls Director, as defined in these by-laws.

### **5.3 Appointed Directors**

Unless there is a compelling reason to the contrary, the Board shall appoint the Greens Director and the Bowls Director to fill the positions of “appointed directors” on the Board. Should these persons already be an elected Director or Office Bearer, and wish to continue as such, then the Board has the option of leaving an “appointed director” position vacant or appointing someone else as they see fit.

### **5.4 Vice-President**

He/she will generally be responsible for the oversight of bowls matters.

The Vice President will chair any subcommittee that is appointed by the Board to deal with bowls matters. Represent the club at any meetings with office holders and staff of Bowls Victoria and Bowls Australia and generally liaise on matters such as the promotion of the game, running of the bowling side of the club, together with the Assistant Secretary if deemed necessary, and report back to the Board on such matters.

Liaise with the chairpersons of both selection committees.

### **5.5 Assistant Secretary**

The Assistant Secretary shall fulfil the role of Chief Communications Officer and will be responsible for the registration of players, player transfers, the Bowls Victoria portals such as BowlsLink and any other secretarial matters associated with the running of the games of bowls, except where those matters fall within the province of the Bowls Director.

### **5.6 Delegates:**

Club Delegates as required by Bowls Victoria, or its regions, shall be the Vice President and Assistant Secretary. A delegate unable to attend a meeting should arrange a substitute if that is permitted.

### **5.7 Treasurer**

Notwithstanding sub-rule 50.1 (e) of the Constitution, the Board may from time to time request the Treasurer to produce at Board meetings such further financial details it sees fit in a form that is practicable.

### **5.8 Appointment of Office-bearers**

As soon as practicable after the AGM each year the Board will appoint, or re-appoint, members to the following positions, and any others that are deemed necessary. Such positions may be held by any member of the club, including Directors. They should make regular reports to the Board. Members so appointed may appoint sub-committees to assist them if they feel it necessary:

**Bar Manager:** Overseas all operations of the bar and make regular reports to the Board. (See relevant section elsewhere in by-laws.)

**Bowls Director:** (See relevant section elsewhere in by-laws.)

**Maintenance Manager:** Responsible for minor repairs and maintenance of the clubhouse and equipment, and other areas not covered by the Greens Director or Head Gardener. Bring major work requiring attention to the Board for their decision.

**Function Coordinator:** Liaise with outside parties wishing to use the club’s facilities, accept bookings, set and/or negotiate prices, raise invoices, and coordinate staffing of these events in consultation with other relevant parties, e.g. kitchen and bar manager, bowls and greens directors etc.

**Head Gardener:** Maintenance of gardens and external nature strips etc that are out-with the purview of the Greens Director.

**Greens Director:** (See relevant section elsewhere in by-laws.)

**IT Manager:** Responsible for the club computer systems include internet, web site, social media.

**Magazine Editor:** Gathering of news items, editing, layout, printing, and distribution of Club Newsletter.

**Major Projects:** Design, costing, construction, and delivery of major projects as authorised and approved by the Board, to include applying for grants where applicable, liaison with Council and other authorities, and bringing before the Board any other issues requiring their attention.

**Security:** Advise the club of security issues, be responsible for CCTV cameras and other security measures and liaise with any security company employed by the club. (See relevant section elsewhere in by-laws.)

**Sponsorship:** Maintain a sponsorship kit and other material for presentation to potential sponsors; negotiate sponsorship deals, including advertising in the Yellow Book.

**Welfare Officer:** Offer comfort and assistance to members in times of sickness or distress and advise fellow members if appropriate. (See relevant section elsewhere in by-laws.)

## **6. OPERATIONS OF BOARD OF MANAGEMENT**

**6.1** Policies adopted for the conduct of the Board of Management, including those laid down in Part 5 Division 4, should broadly apply to other committees and subcommittees.

### **6.2 Decisions**

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

### **6.3 Conduct at meetings**

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

### **6.4 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 is to be placed in a folder in a place in the clubrooms general accessible by members.

### **6.5 Reports to meetings**

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

### **6.6 Correspondence**

A record of all relevant general correspondence, both regular mail and email, is to be kept by the Secretary, and circulation of any material to Directors or members appointed to positions as per by-law No 5.8 be noted. The Assistant Secretary will keep a similar record of correspondence relating to his portfolio.

It is recognised that much of the club's business is conducted by email directly by Directors and other authorized personnel using personal email addresses and in such instances the Secretary should be copied in at the "club@" address on at least the final email in that "conversation" or provide the Secretary with an email that summarises the situation.

### **6.7 Policy and By-law Decisions**

Details of new policies and by-laws, and changes to existing ones, are to be posted on notice boards and published in the newsletter, and then incorporated in a master copy, one copy of which is to be made available to members in the same manner as Board minutes, etc.

## **7. GREENS DIRECTOR**

**7.1** Subject to the provisions of sub-rule 50.1 (a) of the Constitution, the Greens Director will be responsible for: **1.** All playing areas and bank areas including associated items and structures, e.g. shelters, scoreboards, rink posts and numbers, bowl and jack markers, bowls scoops, ramps, mats and jacks. **2.** The machinery and the greens sheds, including any tools or equipment normally kept in these. **3.** All greens and sprinkler maintenance.

**7.2** The Greens Director is responsible for preparing budgets for repairs and replacement of greens and equipment for submission to the Board.

**7.3** It will be the Greens Director's duty to allocate greens and rinks for all club and Bowls Victoria and other events, including social, barefoot, and corporate bowls, conforming to any rulings from Bowls Victoria in that regard. Direction of play shall be as displayed unless otherwise directed.

**7.4** The Greens Director may delay or terminate play due to actual or possible damage to greens or equipment at his discretion, preferably in consultation with the Bowls Director or other tournament managers if applicable, and a notice then posted. The decision whether to cease play during pennant under inclement weather rules primarily lies with the team managers, but it is the Greens Director's duty to inform them play should cease should he believe actual or possible damage with result if play continues.

**7.5** The Greens Director may nominate a substitute to act on his behalf in the event of his absence. Should neither the Greens Director nor his substitute be available, then decisions can be made by two Directors.

## **8. BOWLING MATTERS**

### **8.1 Bowls Director**

Subject to the provisions of sub-rule 50.1 (a) of the Constitution, the Bowls Director will be responsible for the organisation of social bowls events, tournaments, and club championships. The Bowls Director

may co-opt another member of the club, or convene a subcommittee, to assist with a particular event or series of events.

Fees for such events should be approved by the Board. The Bowls Director (or nominee) has the power to refund green fees or give a credit if the circumstances warrant.

The Bowls Director should ensure that entrants are paid-up members of a Bowls Australia Bowls Club.

## **8.2 Club Championships**

The power to determine whether games should be played in club uniforms lies with the Bowls Director, but, generally as a rule, uniforms should be worn for semi-finals and finals.

No person may enter a club championship event until they are an elected and paid up full member.

The Bowls Director will determine whether matches should be played on a specific date or an “on or before” basis, and this should be made clear as a condition of entry. Dates and times of play, whether scheduled for a fixed date or once agreed to by the parties, must be adhered to or the game is forfeited by the defaulting party. The only exceptions are Bowls Victoria or Bowls Australia regulations concerning events taking precedence over club events, or the greens being closed by the Greens Director.

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 full club members, except previous Singles and Minor Club Championship winners.

The club’s computer system should be used to make the draw for club championship games and another Board member should be present when Club Championship draws are made.

When club championship games are in progress, other members are permitted to play, preferably on the other green, but if not, then leaving at least one empty rink between themselves and the championship event.

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

## **8.3 Results of Social Bowls Events**

The Bowls Director or nominee should endeavour to provide accurate details of results to the newsletter editor and/or any other appropriate person so that they can be published in the newsletter or in any other media.

## **8.4 Restrictions on Play**

When pennant games are in progress, non-pennant players (excluding bankers) may not play on the same green. When Bowls Victoria official games are being played at the club, no club games or other activities are to be held on the same green.

## **8.5 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.

## **8.6 Trophies**

Trophies 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.

## **8.7 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.

## **9. SELECTION COMMITTEES**

There shall be two (2) selection committees each of four (4) members, three (3) to be elected at the Annual General Meeting, and the other a Board member appointed by the Board, to oversee both Weekend Pennant and Midweek Pennant.

The procedure for nomination and election of members of the selection committees will be the same as for the Board (Constitution, sub-rule 44.1) except that all positions will be for one year only.

All persons retiring from elected positions shall be eligible for re-election.

Where a vacancy occurs in an elected position, or there are insufficient nominations, that vacancy may be filled by the Board on the advice of the particular committee, for the balance of the period concerned.

As soon as practicable after the AGM at which they were elected, each committee should meet and elect one of their own as chairman of that committee.

The Board will decide on the advice of the Vice President, after he/she has consulted with the chairperson of each selection committee, how many teams will be entered into their respective competitions.

While the selectors have the responsibility of selecting players to play in these teams, subject to meeting any Bowls Victoria requirements regarding eligibility, the chairpersons should meet with the Vice

President at least once a month to discuss strategies, goals and selection criteria, as well as any financial considerations involved.

The selectors will be responsible for posting teams on the club website, uploading teams to the Bowls Victoria website, and meeting the requirements of Bowls Victoria regarding the submission of results. It is recommended that each selection committee draw up a roster of selectors for the position of Duty Selector for the week to perform these and any other tasks decided by the selection committee.

The selectors are responsible for the appointment of team managers and ensuring these team managers are adequately briefed and have the proper material to enable them to carry out their duties as determined by the selectors.

## **10. CARPET BOWLS**

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

## **11. LIQUOR LICENCE AND BAR MANAGEMENT**

Certain requirements regarding the control and sale and supply of liquor are incorporated in the Constitution at Rule 2 g), and Rule 72, and 73.1, and any by-law regarding liquor must be compliant with these rules.

The bar shall be run by a bar manager or a bar committee appointed by the Board and shall make monthly reports to the Board, on matters determined by the board.

The bar shall operate as a business, in that it will have its own bank account for trading purposes, be responsible for the purchase of liquor and other consumables, the setting of prices, banking of takings, purchase of glasses and equipment, general maintenance, and such other matters that would be seen as a normal part of running a business.

The Board must approve expenditures in excess of \$1000, other than for the purchase of liquor.

The bar is expected to be a profitable concern and any funds excess to the requirements of the day-to-day running of the bar shall be transferred at regular intervals into the club's general account.

The bar manager/committee will be responsible for ensuring that the bar is appropriately staffed depending on the occasion, and ensuring that staff is adequately trained in the procedures required, including the requirements of the Liquor Control Reform Act and the Responsible Serving of Alcohol guidelines. The club will pay the fees of any member undertaking an RSA course, and this is to be encouraged.

The opening and closing hours of the bar will be determined by the bar manager/committee, dependent on circumstances. Nevertheless, the duty staff member may close the bar or allow it to remain open at his/her discretion should the circumstances at that time warrant it.

The bar manager/committee can, at their discretion, allocate drinks for club activities or for raffle prizes, to a maximum of \$500 in a club financial year.

### **11.1 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.

## **12. FINANCE**

### **12.1 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 Treasurer at the earliest opportunity.

### **12.2 Green Fees**

The Board of Management will set green fees.

### **12.3 No green fees will be charged for players competing in finals. If any charges are levied by host clubs, these will be met by our club.**

### **12.3 Purchases**

Purchases of a non-consumable type must have the approval of the Board, and requests for such purchases should be accompanied by at least one quote, and for expenditure of more than \$2000, three quotes if possible.

The Treasurer will provide the Secretary, as required, with petty cash for club use of up to \$300, and the Bowls Director \$800 for use as social bowls prize money.

The following people are authorised to make minor purchases within their area of responsibility of up to \$200: Greens Director; Maintenance Manager; Head Gardener; Kitchen Manager; President.

In case of emergency, the Treasurer or President may authorise a one-off increase to \$1000 without reference to the Board.

The preferred procedure is for purchases to be made from a supplier with whom the club has an account and the Treasurer advised, or alternatively paid for by the purchaser, who will be reimbursed as soon as

possible upon production of receipts to the Treasurer or completion of a claim form provided by him. If another option is preferred, then a suitable arrangement can be made with the Treasurer.

#### **12.4 Fund Raising**

Any activities aimed at raising funds for a specific purpose (e.g. a raffle to raise funds to buy a table tennis table, or a trivia night to raise funds to construct a barbecue area) require permission from the Board upon receipt of a written proposal.

### **13. SECURITY**

#### **13.1 Keys**

Keys only to be issued strictly on a "needs" basis only.

#### **13.2** The Security Officer will keep a register of all keys.

#### **13.3** Security proximity cards to be provided to members on payment of \$10, and gate keys for \$6, which is refundable on return of the card or key. Lockers keys will cost for \$10 per annum (to be included in invoice for subscriptions) and returned when no longer required.

#### **13.4 Locking Up**

The last member leaving the premises must ensure that the building is securely locked and the alarm set, and that all gates are locked.

#### **13.5** The Security Officer will be responsible for ensuring that the club complies with any privacy requirements associated with the CCTV system that are laid down by Knox Council or any other body with such authority.

#### **13.6 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.

#### **13.7 Damage to Property**

Any members removing, breaking, or damaging club property any article the property of the club shall be required to make recompense at a level fixed by the Board.

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

Members may borrow Club property, but permission must first be obtained in writing from the person who is in charge of the equipment, and an appropriate form be made readily available. Completed forms should be placed on the Secretary's clip. Borrowed items should be returned as soon as possible.

New members may borrow bowls, but only for a period which allows them to determine the make and model of bowl they wish to purchase.

Nominated 'Person in Charge of Equipment' are: Bowls and bowls equipment, Bowls Director; Maintenance / gardening equipment; Greens Director; Club Room Equipment, President; Kitchen Equipment, Kitchen Manager

### **14. CLUB ROOMS**

#### **14.1 Display of Photographs**

Photographs of all Directors to be displayed in the clubroom together with their names and positions, so that visitors may identify such officials.

A list of selectors should be posted near the pennant selection board.

#### **14.2 Badge Board**

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

#### **15.2 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.

#### **15.3 Advertising**

No private advertising (including that by members) is permitted unless first approved by the Secretary, who will decide where it should be displayed. Preferably, advertisements should be printed on copy paper. Scrap paper is not allowed in the interest of the club's appearance.

#### **15.4 Fitting and decorations**

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

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

Achievements for inclusion on the honour boards, will be for winners or runners up in Bowls Victoria 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 carpet bowls shall be displayed in an appropriate manner, with names and photographs of participating players where possible.



## **15. MISCELLANEOUS**

### **15.1 Smoking**

Smoking, which includes e-cigarettes, is allowed only in the clearly delineated and signed smoking areas, with no exceptions. These areas are: 1) the south end of the veranda; 2) the rear of the access ramp; 3) north-east corner of green No 1; 4) south-east corner of green No 2. Maps and signs show these locations.

Smoking is also permitted in the area above No 1 Green (North Side), behind the line of the retaining wall, which should be accessed via the shed ramp.

When smoking on the veranda, the door to the clubrooms must be kept closed.

No smoking is permitted anywhere within the club boundaries when under-age events are in progress.

### **Smoking penalties**

Members breaching the policy must cease smoking when asked to do so by any member of the Board. Failure to comply will result the member being automatically suspended for one week. The suspension notice may be signed by any one Director. Subsequent breaches of the by-law will attract a penalty of four weeks.

Members should note that the Club is required to inform Bowls Victoria of any suspensions of club members.

### **15.2 Dress and Language**

While at the club, members are expected to wear clean, neat and tidy clothing in line with contemporary community standards and expectations; likewise, they should avoid the use of aggressive, racist, foul or profane language that fellow members or visitors may find offensive. Bullying and harassing behaviour in any form will not be tolerated.

### **15.3 IT**

Members are not permitted to unilaterally input, amend, or change the club IT system. Any suggestions club members have should be directed to the IT Manager.

### **15.4 Welfare Officer**

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

Welfare Officers are responsible for the placement of death notices on behalf of the Club (always including the appropriate Logo).

### **15.5 Flying of Flag (Death of Member)**

On the death of a member, the club flag will be flown at half-mast on the next occurring bowls day when flags would normally be flown.

### **15.6 Colours of the Club**

The colours of the club, and the playing uniform, shall be determined by the Board, in consultation with interested members.

### **15.7 Catering Charges**

There will be no charge to members for tea or coffee available in the kitchen.

## **CAR PARKING**

The front car park is designated as “authorised parking only”. It is available, subject to space availability, only to members of the Board; for short-term loading and unloading purposes; for the bar manager and duty bar staff; and for chairpersons of the following subcommittees: Building and Maintenance, Catering, and Gardening. It may be used on Monday mornings by members of the working bee, and by selectors on Monday evenings.

## **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 recognizes 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 By-Law No 1.)

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