

BY-LAWS

Approved by Board at meeting of March 19, 2020

BOARD

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.

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.

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.

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 BowlsVic 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 chair persons of both selection committees.

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 BowlsVic portals such as Bowls Link 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.

Treasurer

Notwithstanding subrule 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.

Delegates:

Club Delegates as required by BowlsVic, 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.

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.

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 and green fees will be set at the AGM on the recommendation of the Board.

Application for Membership

Any application for membership made in accordance with subrule 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.

Greens Director

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.

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

It will be the Greens Director's duty to allocate greens and rinks for all club and BowlsVic and other events, including social, barefoot and corporate bowls. Direction of play shall be as displayed unless otherwise directed.

The Greens Director may delay or terminate play due to actual or possible damage to greens or equipment at his discretion with a notice posted to that effect being sufficient. In cases where BowlsVic inclement

weather rules may be invoked, the Greens Director must consult with team managers, the Bowls Director or other tournament managers.

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.

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.

Club Championships

The power to determine whether games should be played in club uniforms lies with the Bowls Director, but, as a general 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 BowlsVic 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.

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.

SELECTION COMMITTEES

There shall be two (2) selection committees each of five (5) members, elected at the Annual General Meeting, one for Saturday Pennant and one for Midweek Pennant.

The procedure for nomination and election of members of the selection committees will be the same as for the Board (Constitution, subrule 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 chair person 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 BowlsVic requirements regarding eligibility, the chair persons 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 BowlsVic website, and meeting the requirements of BowlsVic 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.

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.

Expenditures in excess of \$1000, other than for the purchase of liquor, must be approved by the Board.

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 a 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.

Voting Systems

Voting 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."

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, five boxes, and only five boxes, should be ticked, and the people obtaining the five highest counts will be elected.

Disciplinary sub committee

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