

Narre Warren Bowls Club (Inc)

By-Laws

1.0 Drafting of New Members and Membership Application

- (a) New members may result from active membership campaigns or from direct enquiry from members of the public.
- (b) Any person wishing to become a member of the Club must be proposed and seconded by other Club members on the nomination paper designed for the purpose. The nomination paper, when properly completed, shall be handed to the Honorary Secretary who will post it on the Secretary's notice board for exhibition for a minimum period of seven days.
- (c) Membership applications shall be reviewed by the Board, and their decision as to whether a candidate is elected or not shall be final.
- (d) Immediately on election of a new member, the Honorary Secretary shall inform such member, and make available the Constitution and By-Laws of the Club.
- (e) If a newly elected member fails to pay his or her subscription within 30 days of election then their election becomes void unless such newly elected member justifies the delay to the satisfaction of the Board.
- (f) The payment of the subscription or using the Club's property shall imply the member's acquiescence to the Rules and By-Laws of the Club.
- (g) Any person whose application for membership is rejected shall not again be nominated for a period of six months.

2.0 Life Members:

- (a) The Board may consider recommending a member for Life Membership in accordance with Clause 5.3 of the Constitution provided that at any time there are no more than five Life members of the Club.
- (b) A Life Member shall not be relieved of any other financial obligation other than the Annual Subscription.
- (c) To be eligible for Life membership, a person must have been a member of the Club for at least twelve years with at least seven years active service in providing Club leadership.

3.0 Junior Members:

- (a) No person under the age of 18 years shall be admitted as a member other than a Junior Member.
- (b) Any person of good character aged not less than 8 years or more than 18 years, who is nominated and approved for Junior Membership of the Club in accordance with these Rules, is eligible to be a Junior Member on payment of the fees prescribed from time to time.
- (c) Junior Members shall not be entitled to purchase or consume liquor on the premises of the Club, nor shall they be eligible to hold office or vote at any meeting of the club, but shall be entitled to participate in all other normal Club activities.
- (d) On attaining the age of 18 years, Junior Members shall be ineligible to continue in such membership class but shall be eligible for nomination and election to other membership as provided in these Rules without delay,

4.0 Honorary Members:

- (a) Players of a visiting team, including officials or umpires affiliated with the visiting team, may be elected Honorary Member for the day on which the visit is made. Also members of the public visiting the club to play bowls, including barefoot bowlers may be similarly elected honorary members. Honorary Members shall sign the Honorary Membership Book.
- (b) An Honorary Member shall not be entitled to take part in any annual or special meeting nor vote upon any subject thereat. They shall not have any right, title or interest in or to any of the property of the Club.
- (c) No person shall be allowed to become an Honorary Member of the Club in order to be relieved of the payment of a subscription or other financial obligations.

5.0 Social Members:

- (a) Any person may be elected a Social Member of the Club, upon completion of a nomination form for that purpose.
- (b) Social Members shall be entitled to all privileges of the Club other than the right to vote, be a member of the Board or to take part in bowling on the Club Greens.
- (c) Social Members shall pay an annual subscription being approximately one third of the amount remaining after the capitation fee is deducted from the normal subscription fixed for Full Members.

6.0 Indoor Bowlers:

- (a) Any person elected as a Member of the Club is eligible to participate in indoor bowls.
- (b) The annual subscription for an indoor bowler is the same as that of a social member.

- (c) Any person interested in learning to bowl is entitled to participate in three games of Indoor Bowls before committing to join the Club as either a full or social member.

7.0 Annual Renewal of Membership:

- (a) Annual subscription becomes due and payable on the first day of May in any year.
- (b) In the event that the club introduces a program to temporarily reduce membership for the first year of membership, such program shall not apply to any existing member.
- (c) If a member fails to pay their Annual subscription by the last day of August following the Annual General Meeting then their membership shall thenceforth cease.
- (d) Should sufficient explanation be made to the Board they shall have the power to restore membership on the payment of the amount due.
- (e) Should a member of the Club from any cause whatsoever cease to be a member for up to two years, they may with Board approval be readmitted without paying back subscriptions. A reapplication for membership shall be necessary if the period of absence exceeds two years.

8.0 Education and Training of New Bowlers:

- (a) Potential new bowlers expressing interest in bowling, as a consequence of a membership drive or casual enquiry, shall be offered a period of coaching (free of charge) when coaches are available to perform such coaching work.
- (b) After a coaching period, the Coach will determine when the potential bowler is sufficiently competent to enter social or other lawn bowling activities.
- (c) In situations where there is not a coach available to coach a new bowler, such new bowler shall be afforded free access to all facilities in order to educate himself/herself in bowling. The new bowler in this situation will be encouraged to ask questions on both bowling techniques and bowling etiquette from experienced club bowlers.
- (d) In the absence of a club coach the Bowls Committee chairperson shall determine when the self trained new bowler is sufficiently competent to enter social and other lawn bowling activities

9.0 Annual General Meeting:

The Annual General Meeting of members shall be held at a date and place to be fixed by the Board but not later than the 31st of May in each year. The business to be transacted at the Annual General Meeting shall be in the following order:

- (a) Reading of the notice convening the meeting.
- (b) Receipt of apologies.

- (c) Reading and confirmation of the minutes of the previous Annual General Meeting.
- (d) Presentation and adoption of Annual Report Presentation, Consideration and adoption of Balance Sheet and Statement of Accounts, and Annual Subscription.
- (e) Nomination and election of Auditor.
- (f) Amendments and additions to the Constitution and By-Laws.
- (g) Election of President.
- (h) Election of Secretary.
- (i) Election of Treasurer.
- (j) Election of four additional Board Members.
- (k) Election of Club Communication Officer.
- (l) Election of Bowls Committee.
- (m) Election of Selection Committee (Maximum Five Members)
- (n) Election of Greens and Surrounds Committee.
- (o) Election of Catering Committee and Provider
- (p) Election of House Committee.
- (q) Election of Social and Fund Raising Committee.
- (r) Election of Sponsorship Committee.
- (s) Election of Facilities Hire Committee
- (t) Election of Bar Committee.
- (u) Election of Membership Committee.
- (v) Election of Press Correspondent.
- (w) Election of Almoner.
- (x) Determine the number of pennant teams to be entered into competition.

No general business shall be conducted at the Annual General Meeting

10.0 Voting:

- (a) The election of Board members at an Annual General Meeting shall be by ballot conducted by a Returning Officer and two Scrutineers. The method of voting shall be crossing the name of a member or members nominating, but not desired, to leave the correct number of members to fill the vacant positions.

- (b) All questions for decision of the members at an annual general meeting or special general meeting of the Club shall be duly proposed and seconded and shall be determined by a show of hands unless a ballot is asked for by a minimum of 10% of the members present. The ballot is then taken at the meeting in the manner described above, and the result shall be deemed a resolution of the Club.
- (c) The chairperson of the meeting shall be entitled to vote only on vacating the chair, and when the votes are equal, except in the case of an election of a Board member, the motion or amendment as the case may be shall pass in the negative.
- (d) Only financial members are able to vote at any annual general meeting or special general meeting of the Club.
- (e) Proxy voting shall not be permitted.

11.0 Function of President: The President shall,

- (a) Preside at all meetings of the Board.
- (b) Regulate and keep order in all proceedings and carry into effect the Rules and By-Laws of the Club.
- (c) Prepare a report for submission to the Annual General Meeting of the Club.

12.0 Function of Secretary: The Honorary Secretary shall,

- (a) If possible attend all meetings of the Board of the Club and shall ensure that all minutes of all meetings are recorded in a book kept for that purpose.
- (b) Conduct all correspondence in connection with the general business of the Club.
- (c) Prepare for submission to the Annual General Meeting of the Club a report of the Committee on the activities of the Club during the year.
- (d) Keep a register of the members at the Clubrooms setting forth the name in full and the address of each member of the Club.
- (e) Keep in custody the Common Seal of the Club, and unless otherwise provided by these Rules, all books, documents and securities of the Club.
- (f) Give the Registrar notice of his or her appointment within 14 days after the appointment.
- (g) Perform the duties of the position previously known as the Public Officer.
- (h) In any other respect carry out those duties usually associated with the office of the Honorary Secretary.

13.0 Function of Treasurer: The Treasurer shall,

- (a) Receive all monies belonging to the fund of the Club, and within a reasonable time, deposit or arrange for the deposit such monies with the Club's bankers.
- (b) Pay all accounts.
- (c) Keep correct accounts of all monies received and expended.
- (d) Produce a statement of his cash transactions and of the financial position of the Club, including the bank balance, at each ordinary meeting of the Board, and Special Meetings of the Club called by the Board.
- (e) Prepare and submit a statement of receipts and expenditure and a balance sheet to each Annual General Meeting. This statement shall have been audited.

14.0 Function of Committees Elected at Annual General Meeting:

- (a) To convene within fourteen days of the Annual General Meeting to elect a Chairperson. At this meeting, or soon after, committees should establish a Plan for the year including their Objectives and Strategies. This is desirable in order that the committee can measure its accomplishments for reporting in the annual report.
- (b) To meet monthly and report to the Board.
- (c) The Chairperson of the Greens and Surrounds Committee shall be known as the Greens Director. The Greens Director shall have full control over the duties of the greenkeepers in keeping with the Greens Maintenance Contract, and shall be responsible to the Board for the condition of the greens and surrounds. The Greens Director shall have the power to prevent play at any time when it is considered that the greens may be damaged. In the absence of the Greens Director, two (2) members of the Greens and Surrounds Committee or one (1) member of the Greens Committee in conjunction with one (1) member of the Bowls Committee shall be empowered to close a green(s).
- (d) The Selection Committee shall be responsible for the selection of Pennant teams, determining the bowling handicaps of all club members, and the managing of all internal Club competitions viz Ladies and Men's Singles and Pairs Events, Presidents Handicap Event for Ladies and Men, Minors Championship Event, Stan Tolley Mixed Pairs Event, Ruby Jenner Ladies Drawn Pairs Event, and possibly a Ladies versus Men's Event.
- (e) The Bowls Committee shall be responsible for the management of all lawn bowls activities including all Invitation Days, except Pennant events and internal Club competition events. The committee shall work closely with the Catering Committee.
- (f) The Catering Committee which is to include the Providor, shall be responsible for establishing a roster of members to perform basic kitchen duty during the summer bowls season, and to organise and oversee catering requirements on each normal social bowls day and all Invitation Days. This may include the purchase of food at short notice, the cost of which shall be reimbursed by the Club.

- (g) Good cohesion between the Bowls Committee and the Catering Committee, and the support given to them by members, is fundamental to the operation of the Club.

15.0 Financial:

- (a) The banking accounts of the Club shall be kept with such banks and saving institutions as shall from time to time be appointed by the Board, and all monies banked therein.
- (b) All cheques drawn on the accounts shall be signed by two of the following viz Honorary President, Honorary Secretary or Honorary Treasurer, or an acting appointment made by the Board to overcome an absence through illness.
- (c) No expenditure exceeding \$1,000 shall be entered into without the consent of the Board, and all accounts against the club shall be passed by the Board before payment is made unless otherwise authorised by the Board.
- (d) Any intended expense exceeding twelve thousand dollars (\$12,000) must be passed by the members at a Special General Meeting.
- (e) Books kept by the Treasurer showing the financial affairs of the Club shall be open to inspection by the Board at any time.
- (f) If at any time the Club at an Annual General Meeting or Special General Meeting passes a resolution authorising the Board to borrow money, the Board shall thereupon be empowered for the purpose of the Club to borrow such amount of money, whether at one time or from time to time, and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution and thereupon the Board shall make all dispositions of the Club property, or any part thereof and enter into such agreements in relation thereto as the Board may deem proper for giving security for such loans and interest. All members of the Club shall be bound by the decision of the meeting.
- (g) The accounts and books referred to in sub-clause 14(d) above shall also be available for inspection by members, at a special meeting convened by the Board following a request from members under Clause 11.2 of the Constitution.

16.0 Audit:

- (a) An Auditor shall be appointed at each Annual General Meeting. Such Auditor shall not be a member of the Board.
- (b) Nominations for such office shall be taken at the Annual General Meeting in each year.
- (c) The Auditor shall have power at all times to examine the books and documents of the Club and shall also, as soon as convenient after the close of the financial year, audit a statement of Receipts and Expenditure and Balance Sheet, setting forth the financial business of the Club since

the end of the preceding financial year. These statements shall be prepared by the Honorary Treasurer.

- (d) Any report of the Auditor shall be submitted to the Annual General Meeting.

17.0 Solicitor:

- (a) A Solicitor to the Club, in an honorary capacity, may be appointed by the Board upon such terms and for such period as the Board shall direct.

18.0 Club Policies:

- (a) Club Policies developed to either facilitate smooth operation of the Club, or to meet community norms, shall constitute a By-Law of the Club.
- (b) Some of the Policies referred to in 18 (a) are listed below. Others will be added when reviewed. They are to be filed under separate cover.

Business Plan
Sexual Harassment Policy
Bullying Policy
Safe Driving Policy

19.0 General:

- (a) The colours of the Club shall be black, white and teal. Any change proposed shall, after a recommendation to the Board by a member or committee of members must, with Board support, be presented to a Special General meeting for membership vote.

20.0 Dress Code:

- (a) On uniform (nominated) days the dress shall be Bowls Victoria approved dress
- (b) On optional dress days dress shall be 'smart casual' with approved bowls footwear.

21.0 Alteration to By-Laws:

- (a) A By-Law may be repealed or amended by a simple majority of the members present at a meeting called for that purpose.
- (b) A notice of the proposed change shall be displayed at the Club on the Secretary's Notice Board for a minimum period of 21 days before the meeting called to consider the proposed change.

Passed at Special General Meeting of 17th April 2013

