

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 - until such time as the application is considered by the Board of Management, or a committee of such Board.
- (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 a copy of the Constitution and By-Laws of the Club, the club Diary and Membership Card. In addition, The Etiquette of Bowls Booklet shall be made available to new bowlers
- (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 6.3 of the Constitution provided that at any time there are no more than five living 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.
- (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 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 which shall be set by the Board on a yearly basis

5.0 Indoor Bowlers:

- (a) Any person elected as a Member of the Club is eligible to participate in indoor bowls.
- (b) Indoor bowlers shall pay an annual subscription which shall be set by the Board on a yearly basis

6.0 Annual Renewal of Membership:

- (a) Annual subscription becomes due and payable on the first day of May in any year. Members will be ineligible to play in any affiliated event if membership fees are outstanding beyond the first day of June in any year. 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.
- (b) If a member fails to pay their Annual subscription by the last day of June following the Annual General Meeting then their membership shall thenceforth cease.
- (c) Should sufficient explanation be made to the Board they shall have the power to restore membership on the payment of the amount due.

- (d) 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.

7.0 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, a coaching panel shall 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.

8.0 Annual General Meeting:

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 Vice President
- (i) Election of Secretary.
- (j) Election of Treasurer.
- (k) Election of four additional Board Members, and when applicable, one shall be the immediate past President
- (l) Election of Club Communication Officer.

- (m) Election of Bowls Committee.
- (n) Election of Selection Committee. This committee shall consist of five members, and for continuity in selection policy/method, two members of the committee should commit for two years and three members for one year. This is to avoid the possibility of having a selection committee comprising five inexperienced selectors in any one year.
- (o) Election of Greens and Surrounds Committee.
- (p) Election of Catering Committee and Providor
- (q) Election of House Committee.
- (r) Election of Social and Fund-Raising Committee.
- (s) Election of Sponsorship Committee.
- (t) Election of Facilities Hire Committee
- (u) Election of Bar Committee.
- (v) Election of Membership Committee.
- (w) Election of Press Correspondent.
- (x) Election of Historian
- (y) Election of Almoner.

No general business shall be conducted at the Annual General Meeting

9.0 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.

10.0 Function of President: The President shall,

- (a) Preside at all meetings of the Board, where possible, Vice President otherwise
- (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.

11.0 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 both on an office computer, and a dedicated back up storage pack in a book kept for that purpose. Back up to be performed weekly – preferably on a Friday afternoon.
- (b) Conduct all correspondence in connection with the general business of the Club. Erik queried the meaning of this clause.
- (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 Club rooms 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) In any other respect carry out those duties usually associated with the office of the Honorary Secretary

12.0 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.
- (d) Prepare and submit a statement of receipts and expenditure and a balance sheet to each Annual General Meeting. This statement shall have been audited.

13.0 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, and the organising of all Pennant related activities including Practice matches & Raffles. In addition, selectors are to nominate a kitchen/catering crew from the members playing on the day, and to ensure that such crew is aware it must attend to such duty
- (e) The Bowls Committee shall be responsible for the management of all lawn bowls activities including all Invitation Days, and all internal Club Championship events including determining the bowling handicaps of all club members. In addition, the Bowls committee shall be responsible for recording the winners of all Club Championship events, and the Narre Warren club members that are either winners or runners-up in Division/Region, State Champion of Champion or special Australia wide bowls events. Such records shall be included in the Committees annual report for further inclusion in the Secretary's report to the AGM. 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.

14.0 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) Expenditure and capital purchases exceeding five thousand dollars (\$5,000), in total require prior to payment the minuted or written consent of the Board, splitting the invoices and/or payments to circumvent By-Law 15© will not be sanctioned.

Invoices against the club up to five thousand dollars (\$5,000) may be authorised for payment by two of the following, the Treasurer and/or Secretary or President as required to ensure smooth operations of the club and to allow for immediate operational requirements.

Monthly at the general meeting all invoices shall be authorised and/or verified by the Board for payment with reference to the club's financial records and bank statements presented to the general meetings. Minutes of the general meeting are to reflect the Board's approval and/or other invoices paid or unpaid.

- (c) Any intended expense exceeding twelve thousand dollars (\$12,000) must be passed by the members at a Special General Meeting.
- (d) Books kept by the Treasurer showing the financial affairs of the Club shall be open to inspection by the Board at any time.
- (e) 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.
- (f) The accounts and books referred to in sub-clause 15(e) 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.

15.0 Audit:

An Auditor shall be appointed at each Annual General Meeting. Such Auditor shall not be a member of the Board.

Nominations for such office shall be taken at the Annual General Meeting in each year.

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.

Any report of the Auditor shall be submitted to the Annual General Meeting.

16.0 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.

17.0 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 and Procedures
Bullying Policy and Procedures
Alcohol Management Policy
Safe Driving Policy
Public Liability Insurance Policy

18.0 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.

19.0 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.

20.0 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.