



THORNLIE BOWLING CLUB (INC)
BY-LAWS

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1.0 Terms Used

In these By-Laws, unless the subject matter or context otherwise indicates or requires, any words or letters shall have the meaning as indicated in the Club's constitution.

"Liquor Act" means the Liquor Licensing Act 1988 and amendments thereto, or any other legislation that might come into force to supplement this Act, shall form part of these By-Laws.

"Act" means the *Associations Incorporation Act 2015*

"Bowls WA" means the Royal Western Australian Bowling Association trading as Bowls WA

2.0 SUBCOMMITTEES of the COMMITTEE

Each subcommittee shall consist of a chairperson and any co-opted members, the chairperson shall be elected through the election process - **refer By-Law rule 33.0.**

- (1) Chairpersons of these subcommittees shall be members of the Committee and shall report to the Committee on a monthly basis on all matters relating to their area of responsibility.
- (2) Co-opted members of these subcommittees shall be Bowls or Life Members of the Club
- (3) All members of these subcommittees shall act in an honorary capacity.
- (4) The Club Director shall be ex-officio on all subcommittees and in that capacity shall be entitled to debate issues, make formal motions and vote. No other member of the Committee shall be allowed to deputise for the Club Director in this capacity.

2.1 Bar Subcommittee

The Bar Subcommittee shall consist of a Chairperson and up to four (4) co-opted members. This subcommittee will support the Bar Manager in the efficient running of the bar and ensuring that there is total compliance with the provisions of the Act.

Note – refer also to rule 5.0 (Bar Manager)

2.2 Grounds Subcommittee

The Grounds Subcommittee shall consist of a Chairperson and up to four (4) co-opted members. Responsibilities of the subcommittee shall include;

- (1) The upkeep of the gardens and grassed areas.
- (2) Providing assistance to the Green Keeper when required with maintenance of the greens.

The Chairperson Grounds

- (1) Assessing and overseeing requests for expenditure for the maintenance of the greens, grounds and gardens.
- (2) Have the power to close any portion of the grounds at any time.

Note Closure of any portion of the grounds shall be posted on the Club notice board, greens indicator board or by placing a notice on the portion to be closed.

2.3 House Subcommittee

The House Subcommittee shall consist of a Chairperson and up to four (4) co-opted members. This subcommittee shall be responsible for the maintenance of and improvements to the clubhouse both internally and externally including fixtures and fittings.

This subcommittee shall not be responsible for the maintenance and upkeep of the bar area.

The Chairperson House

Assessing and overseeing expenditure requests for the maintenance and addition to buildings and fittings.

2.4 Social Subcommittee

The Social Subcommittee shall consist of a Chairperson and up to four (4) co-opted members. This subcommittee shall be responsible for;

- (1) Organising social functions and entertainment for Club members.
- (2) Organising general fundraising by way of weekly raffles and periodic major raffles.

The Chairperson Social

Assessing social needs of the Club and overseeing the functioning of the events
Assess the cost benefit analysis of events

2.5 Catering Subcommittee

The Catering Subcommittee shall consist of a Convenor and up to four (4) co-opted members. This committee shall be responsible for;

- (1) Arranging catering as required by the Committee.
- (2) Arranging catering for social events as requested by the Chairperson Social.
- (3) Arranging catering requirements for bowling and special events as requested by the Chairpersons Bowls.

Kitchen use;

- (1) Ensuring that the Club complies with the applicable Health & Safety Regulations.
- (2) Ensuring that stocks of condiments, consumables and incidentals are maintained.
- (3) Reporting any breakages, damage or loss of property to the Committee.
- (4) Recommending improvements or significant purchases to the Committee.
- (5) Reporting to the Committee any misuse of the kitchen by members, committees or hirers.
- (6) Negotiating with organisers of bowling events to ensure that the cost of replacing incidentals is covered in the event entry fees.

The Catering Convenor (chairperson)

Oversee the catering requirements of approved events

- (1) function room arrangements
- (2) menu requirements
- (3) refreshment requirements

2.6 Bowls Section Committees

The Men's and Ladies Bowls Committees shall consist of;

- Bowls President
- Bowls Vice-President
- Bowls Secretary
- Bowls Treasurer
- Chairperson of Match
- Chairperson/s Selection
- Club Delegate (if required)

The Club Delegate only to be elected if the position is required by Bowls WA.

Only members who have played pennants for the current season and is a Bowls or Life Member of the Club shall be eligible to become members of a Bowls Section Committee or a subcommittee.

These committees shall be responsible for the management of running the sport of bowls for members of the Club.

Bowls Section Subcommittees are to refer to their relevant Duty Lists to assist members in the running of their subcommittee. All members of Bowls Section Subcommittees shall act in an honorary capacity.

2.7 Bowls Section Subcommittee/s Elections, Appointments

2.7.1 The election procedure for both Men's and Ladies' Bowls Section Committees shall comply with **rule 33.0**. However, the following changes apply.

The order of ballot for positions on Bowls Section Committees shall be;

- Bowls President (Men & Ladies)
- Bowls Vice-President (Men & Ladies)
- Bowls Secretary (Men & Ladies)
- Bowls Treasurer (Men & Ladies)
- Chairperson Selection (Ladies)
- Chairperson of Match
- Club Delegate (if required)

The Club Delegate only to be elected if the position is required by Bowls WA.

The result of the ballot will be announced at the respective Bowls Section Annual General Meetings.

2.7.2 Filling of Vacancies

- (1) The Bowls Section Committees shall have the power to fill any vacancy occurring on a Bowls Section Committee or subcommittee.
- (1) Any such vacancy shall be filled by any eligible member who in the opinion of the respective Bowls Section Committee is the most suitable person to fill that position.
- (2) Any such appointment shall be for the period ending at the Bowls Section Annual General Meeting following the appointment

2.8 *Bowls Section Committee Meetings*

2.8.1 Structure

The Bowls Section Committees shall meet at least monthly on a day and time determined by the respective Bowls Section Committees but shall be held prior to the date set for monthly meetings of the Committee.

- (1) The Bowls Section Secretaries shall be responsible for calling all meetings of their Bowls Section Committees.
- (2) The Bowls Section President shall preside at all meetings of their Bowls Section Committee. In the President's absence the Vice-President shall preside. The chairperson of the meeting shall have a casting vote. In the absence of the President and Vice-President the meeting shall elect a chairperson from the members present.
- (3) At all Bowls Section Committee meetings four (4) shall form a quorum.
- (4) The Bowls Section Presidents shall be ex-officio on all subcommittees of their Bowls Section Committees and in that capacity shall be entitled to debate issues, make formal motions and vote.
- (5) No other member of the Bowls Section Committee shall be allowed to deputise for the President in this capacity

2.8.2 Standing Orders for committee / subcommittee

Standing Orders at Bowls Section Committee meetings shall be;

- (1) Apologies
- (2) Reading and confirmation of the minutes of the previous meeting
- (3) Business arising from the minutes
- (4) Correspondence and business arising
- (5) Financial matters
- (6) Reports
- (7) Nomination for membership
- (8) Special Business of which notice has been given
- (9) General Business

2.8.3 Members Absent

refer to **rule 38** of the Club's Constitution 'When membership of committee ceases'.

3.0 BOWLS SECTION SUBCOMMITTEES

Bowls Section Subcommittees are to refer to their relevant Duty Lists to assist members in the running of their subcommittee.

3.1 Selection Subcommittees

These rules shall apply to all Ladies and Men's Selection Subcommittees.

3.2.1 Structure and Appointments

Selection Subcommittees of not less than three (3) and not more than five (5) shall be elected under these Rules.

Only members who have played pennants for the current season shall be eligible to vote for positions on their respective Selection Subcommittees.

The Bowls Secretary shall post a notice on the Club notice board six (6) weeks prior to the Bowls Annual General Meeting seeking expressions of interest for positions on this Selection Committee for the forthcoming season

Men's Selection Committee

- (1) Men's Selection subcommittee appointments are for a two (2) year term.
- (2) Five members (in two groups of two and three) will form the committee and will serve on a rotation basis for two years. Each year one of these groups will leave the committee and will be replaced through the selection process as detailed above. Members leaving the committee may however re-nominate for a position on the committee and will be appointed at the discretion of the Men's Bowls Committee.
- (3) The number of nominees will be announced at the Bowls Annual General Meeting.
- (4) The incoming Bowls Committee will conduct interviews with the nominees and select the most suitable candidates for the position(s) available
- (5) The subcommittee shall elect its own Chairperson.

Ladies Selection Committee

- (1) Ladies Selection subcommittee are for a one (1) year term.
- (2) Elections are to be conducted as prescribed in **Rule 2.7.1**.
- (3) The result of the ballot will be announced at the Ladies Bowls Section Annual General Meetings.
- (4) The Chairperson shall be the candidate who received the highest number of votes, unless that person declines, in which case the subcommittee shall elect its own Chairperson.

3.2.2 Co-Opted Members

If a Bowls Section Committee is of the opinion that an elected Selection Subcommittee does not adequately represent all divisions of a particular pennant competition they may, in consultation with the chair of that Selection Subcommittee, co-opt up to a maximum of two playing or non-playing privileges or Life Members to that Selection Subcommittee. Notice of these changes must be posted on the Club notice board giving the names of the co-opted member(s) and the reason for the appointment(s).

3.2.3 Duties

Selection Committees shall;

- (1) Select players and teams to play in the Bowls WA pennant competitions or in any other relevant events.
- (2) Select players in accordance with the goals set by their respective Bowls Section Committees.
- (3) Ensure that the results of home pennant fixtures are forwarded according to the requirements specified by Bowls WA and that deadlines for forwarding results are met.

3.3 Match Subcommittees

The Men's and Ladies Bowls Sections shall each have a Match Subcommittee of up to five (5) including the Chairperson, elected by their respective members as provided for in these rules.

The Chairperson of these subcommittees shall be the candidate with the highest number of votes, unless that person declines, in which case the subcommittee shall elect its own Chairperson. If a ballot is not required the subcommittee shall elect its own Chairperson from the subcommittee members elected.

These subcommittees shall;

- (1) Draw up a program of bowling events for the new season and present to their Bowls Section Committees for ratification.
- (2) Ensure that there are discussions and agreement between the Men's and Ladies' Match Committees prior to finalising the program.
- (3) Control their respective social bowls, Club competitions, Club championships and major events.
- (4) Be jointly responsible for the organising and running of mixed events.
- (5) Attend to the organisation and presentation of trophies at the annual awards night.

4.0 DUTIES OF BOWLS SECTION OFFICERS (MEN AND LADIES)

4.1 Bowls Section Presidents

The Bowls Section Presidents shall be responsible for the administration of Bowls for their respective areas and shall be elected according to the rules laid down in the Constitution for the election of Bowls Section Committees.

- (1) The Bowls Section Presidents shall maintain a close working relationship in all matters that affect both Bowls Section Committees.
- (2) Together with their Bowls Section Secretary, attend meetings of the Committee and report back to their Bowls Section Committees on all matters that affect their Sections.
- (3) Chair meetings of their Bowls Section Committees as detailed in the Constitution.

4.2 Bowls Section Vice Presidents

The Bowls Section Vice Presidents shall be elected according to the rules laid down in the Constitution for the election of Bowls Section Committees and shall;

- (1) Attend all meetings of their Bowls Section Committee.
- (2) Support their President in the administration of their Bowls Sections and carry out such duties as allocated by the President or the Bowls Section Committee.
- (3) Deputise for the President when required, including, in the absence of the President, chairing of the Bowls Section Committee meetings as detailed in the Constitution.

4.3 Bowls Section Secretaries

The Bowls Section Secretaries shall be elected according to the rules laid down in the Constitution for the election of Bowls Section Committees and shall;

- (1) Attend all meetings of their Bowls Section Committee.
- (2) Call meetings of the committee as agreed by their Bowls Section Committee or on the instruction of their Bowls Section President.
- (3) Record accurate minutes of their Bowls Section meetings, distribute to the committee and post a copy on the Club's notice board.
- (4) Perform clerical duties as required by their Bowls Section Committee including the processing of mail especially that received from Bowls WA.
- (5) Pass any money received to the Bowls Section Treasurer for processing.
- (6) Together with the Bowls Section President, attend meetings of the Committee to represent their Bowls Section.
- (7) Assist the Club Secretary as required.

4.4 Bowls Section Treasurers

The Bowls Section Treasurers shall be elected according to the rules laid down in the Constitution for the election of Bowls Section Committees and shall;

- (1) Attend all meetings of their Bowls Section Committees.
- (2) Ensure that all monies received are processed through the bar within one week and a receipt is received and kept with the financial accounts.
- (3) Liaise with the Club Treasurer to ensure that all monies received that relate to their Bowls Section are reflected in the correct accounts in the Club's financial records

- (4) Ensure that the financial records for their Bowls Section are kept up to date and available to the external auditor if requested.
- (5) Present a financial report to the monthly Bowls Section Committee meetings and to the Annual General Meeting of their Bowls Sections.
- (6) Be responsible for any other financial matters as requested by their Bowls Section Committees.
- (7) Assist the Club Treasurer as required.

5.0 DUTY STATEMENTS OF POSITIONS

Each elected position has a Duty Statement which outlines the role and responsibilities of that position. These Duty Statements are attached to these By-Laws as Appendix 2.

6.0 BAR MANAGER

The Bar Manager shall be a paid employee of the Club and will be appointed by the Committee. The duties of the position will be listed in a "Contract of Employment" signed by the Bar Manager and the Club Director or his nominated representative. This contract shall be reviewed annually.

In addition to the duties contained in the Contract of Employment the Bar Manager shall;

- (1) Attain and maintain the qualification for Bar Manager.
- (2) Attain certification in First Aid.
- (3) Ensure that all permanent staff also attains First Aid qualification.
- (4) Hold the position of Licensee on behalf of the Club.
- (5) Report to the Committee on a monthly basis on the bar activities for the past month, including sales targets, requirements for capital expenditure and repairs and maintenance issues.
- (6) In conjunction with the Chair of Bar Subcommittee recommend to the Committee changes in bar prices.
- (7) Discuss with the Committee staff requirements and seek approval to hire or release staff. Also notify the Committee of any resignations or any other relevant matters concerning staff.
- (8) Ensure that all permanent staff are qualified as Bar Managers and that all staff comply with Health & Safety Regulations.
- (9) Ensure that the members of the Bar Subcommittee and all casual help in the bar area have Responsible Sale of Alcohol certification.
- (10) Ensure that the name of the Duty Bar Manager is displayed whenever the bar is trading.
- (11) Be the focal point for visitors entering the Club and wishing to join the Club.

Refer also to rule 2.1 (Bar subcommittee)

7.0 BAR TRADING HOURS

- (1) The bar trading hours shall be as recommended by the Bar Manager in consultation with the Chair of Bar Subcommittee and agreed by the Committee.
- (2) Bar trading hours must at all times comply with the Act.
- (3) The Duty Bar Manager may close the bar if it is deemed there is insufficient patronage.

- (4) The Bar Manager will determine the rules that will apply if closure of the bar is to be considered.

8.0 VOLUNTEERS

- (1) Volunteers are not entitled to be paid for work done other than reimbursement of reasonable expenses incurred in carrying out their work. However the awarding of small gifts and tokens of appreciation at the discretion of the Committee is acceptable.
- (2) Workplace Health & Safety legislation throughout Australia requires all organisations, including Not-For-Profit, to exercise where practical reasonable care and attention in relation to both employees and volunteers.

9.0 MISCONDUCT

This rule is to be read in conjunction with the Club Division 2 – Disciplinary action.

9.1 Procedure

The following rules shall apply with regard to misconduct issues brought to the attention of the Committee.

- (1) The Committee may commence or cause to be commenced, disciplinary or investigatory proceedings against the member and that member will be subject to, and submit unreservedly to the jurisdiction, disciplinary procedures, penalties and appeal mechanisms of the Club
- (2) However if the alleged offence is considered by the Committee or a Bowls Section Committee to be of a minor nature then that committee may endeavor to resolve the matter under the rule for Minor Misconduct Issues as detailed in **rule 10.0**.
- (3) The alleged offender may continue to use the privileges of his/her membership until there is an adverse determination by the Committee that restricts these privileges.
- (4) An allegation against a Member of behavior which is not in the best interest of the sport or the Club shall be in writing and lodged with the Club Secretary within 10 days of the alleged offence.
- (5) The Club Secretary shall refer the matter to the Committee and the Committee shall conduct a hearing within twenty one (21) days. At the Committee's discretion an extension to this period may be granted.
- (6) Any allegation which is deemed to be of a minor nature by the Committee will be handled under **rule 10.0**.
- (7) The Club Secretary shall within seven (7) days notify, in writing, both the complainant and the alleged offender of the time, day and place of the hearing and advise both parties that they are entitled to have present and be heard, such witnesses as appropriate. Such witnesses in defense of the alleged offender shall be subject to examination by the Committee.
- (8) The Club Secretary must on application of either party send a notice to any other member to appear to give evidence, providing such application is made three days before the date of such hearing. The name address and contact details of the members to be contacted must be supplied to the Club Secretary.

- (9) If the alleged offender pleads guilty then the Committee will simply agree on a penalty.
- (10) If the alleged offender chooses to defend the allegation, the Committee will proceed with the hearing. The alleged offender may be represented by a financial member of the Club who is not legally qualified.
- (11) Should the defendant fail to appear at the hearing without providing an acceptable explanation the hearing will proceed in his/her absence and any penalty imposed shall be equally binding as if the member was present.
- (12) If, after hearing of the evidence, the Committee shall find the charge proven by a majority decision, they shall impose an appropriate penalty.
- (13) The Club Secretary shall then forward a notice of such penalty to the Member charged, within seven (7) days, at the Member's last known address.

Note: written witness statements may be acceptable.

9.2 Penalties

The penalties that may be imposed are;

- (1) A reprimand.
- (2) Suspension of such activities, on such terms and for such periods as is considered fit but not exceeding twelve (12) months.
- (3) Exclusion or disqualification from a particular activity, event or events.
- (4) A monetary penalty not exceeding the annual subscription for Bowls members.
- (5) Expulsion.
- (6) Any other penalty considered appropriate in the circumstances.

Effect of the penalty

- (7) Any Member expelled from the Club shall be ineligible to enjoy the privileges of the Club. Such benefits shall include all amenities to play or watch bowls from any area under the control of the Club.
- (8) Any Member suspended from the Club shall be ineligible to use Club facilities or play bowls at the Club or any Club affiliated to Bowls WA or Bowls Australia.
- (9) In the case of a suspended or expelled member the Club Secretary shall advise Bowls WA of the members name and the penalty imposed.

9.3 Appeal

A member found guilty and expelled or suspended from the Club may appeal;

- (1) The conviction.
- (2) The severity of the penalty.

The appeal must be lodged in writing with the Club Secretary within seven (7) days of the conviction stating the grounds for the appeal. The Club Secretary shall;

- (3) Advise the Committee that an appeal has been lodged.
- (4) Advise the Member in writing of the appeal options available.

9.4 Appeal Options

The following appeal options are available to the member. The member may elect to;

- (1) Appeal to a Grievance Subcommittee.
- (2) Appeal to a Club Special General Meeting.

9.5 Appeals to a Grievance Subcommittee

- (1) The member shall lodge a fee of forty (40) percent of the annual subscription for Bowls Members, which shall be forfeited if the appeal fails.
- (2) The Committee shall appoint a Grievance Subcommittee consisting of three of the most senior Committee members available, who shall meet within a period of twenty one (21) days.
- (3) The Grievance Subcommittee shall examine the grounds for the appeal, as submitted, re-examine the evidence and may recall both parties and witnesses if deemed appropriate.
- (4) The Grievance Subcommittee shall have the power to reverse the finding, decrease the penalty or increase the penalty.
- (5) The decision of the Grievance Committee shall be final.

9.6 Appeals to a Club Special General Meeting

- (1) The member shall lodge a fee of one hundred (100) percent of the Bowls Membership fee to cover the cost of calling the meeting, which shall be forfeited if the appeal fails.
- (2) The Club Secretary on the direction of the Committee shall call a Club Special General Meeting in accordance with the rules listed in the Club's Constitution **Part 6 – "General Meetings of Club" Rule 52** and a seventy five (75) percent majority of members attending shall be required to overturn the penalty.
- (3) The appellant shall have the right to attend the hearing.
- (4) Until the hearing of the appeal the original decision of the Committee shall have full effect.

10.0 MINOR MISCONDUCT

10.1 Definition

Any misconduct issue referred to the Committee or a Bowls Section Committee by any member or subcommittee which is then deemed by that committee to be a "minor misconduct" issue. These issues normally refer to minor disagreements between members, members and committees/subcommittees, members behaving in an inappropriate way on Club premises and members not complying with the Constitution and By-Laws of the Club.

10.2 Procedure

The following will apply

- (1) If the offence relates to a Member (other than a Bowls offence), a member of the Committee or Subcommittee of the Committee or an employee of the Club, the matter shall be handled by the Club Director or person nominated by the Club Director.
- (2) If the offence relates to a Bowls, Life or Junior member or to the actions of a subcommittee of a Bowls Section then the matter shall be handled by the appropriate Bowls Section President or person nominated by the relevant President.
- (3) The Director/President or nominated person shall discuss the issue with both parties and endeavor to resolve the complaint/issue to the satisfaction of both parties. If this is not possible both parties are to be advised that the matter will be referred to the Committee for further action under **rule 9.1(10)**.
- (4) The Committee will then decide what further action is required.

11.0 GIFTS / ILLEGAL PAYMENT TO EMPLOYEES

- (1) No employee of the Club shall receive any gift, money or gratuity from any member of the Club or stranger admitted into the Club or from any trades person on any pretext whatsoever on pain of instant dismissal.
- (2) Any money, gratuity or gifts received by any member is to be declared and logged in the 'Gifts Register' (held by the Secretary) to which the committee will disperse any money, gratuity or gifts as appropriate.

12.0 REMOVAL OR INJURY OF CLUB PROPERTY

The following rules shall apply.

- (1) No Member shall damage, injure or destroy any of the property of the Club or take any Club property without permission.
- (2) Any loss or damage resulting from a breach of this rule shall be made good by the member concerned.
- (3) The Committee shall assess the amount to be paid by the member and that assessment shall be final and conclusive.

13.0 LOSS OR DAMAGE OF PRIVATE PROPERTY

The Club shall not be responsible for the loss or damage to any article brought onto Club premises by any member.

14.0 ADMISSION TO PARTS OF THE CLUB

No member of the Club other than bar staff shall be allowed behind the bar under any pretext without the approval of the Bar Manager.

15.0 COMPLAINTS

Any complaints made by a member(s) shall be in writing, signed by the member(s) complaining, and shall be submitted to the Club Secretary who shall bring the same before the Committee. The result of the Committee's decision shall be communicated to the member(s) making the complaint.

16.0 CONDUCT OF EMPLOYEES

The conduct of any employee of the Club shall in no case be made a matter of personal reprimand by any Club member.

17.0 GAMBLING

No gambling shall be allowed on Club premises other than that permitted under the Gaming Commission Act and the Liquor Act and any amendments thereto, or any other legislation that may come into force to replace or supplement the Act.

18.0 SMOKING

Smoking is only permitted in areas on Club premises which the Committee may from time to time designate as smoking areas. Such areas will be clearly marked.

19.0 DRINKING AND EATING

There shall be no drinking or eating of any kind permitted on any bowling surface. These areas are not included in the defined licensed areas of the Club.

20.0 DRESS RULES

- (1) The minimum dress standard shall be neat casual dress, no thongs, tank tops or soiled work clothes after 8.00 pm.
- (2) Minimum dress standards shall be displayed at the entrance to the Club.
- (3) The Committee may change these requirements when necessary.
- (4) Members and Guests are reminded that the Committee has the right to refuse entry.

21.0 PARKING RULES

The following rules shall apply at all times;

- (1) Parking is only allowed in the defined parking spaces.
- (2) Double parking is not allowed.
- (3) The disabled bays are only for the use of members or visitors who have a current ACROD permit. The ACROD tag must be displayed when parking in this bay.
- (4) The 'drop off' bay is only allowed for setting down and pick up of persons or goods
- (5) There is to be no parking on areas covered with loose blue metal at the service area of the building

- (6) The service area can be utilised by tradespeople carrying out installation, maintenance or repairs to the clubhouse.

22.0 CHILDREN

Children must;

- (1) Be under the control of a parent, a guardian or a responsible adult member of the Club.
- (2) Conduct themselves in such a manner so as not to interfere with the proper functioning of the Club.
- (3) Keep off the bowling greens unless under instruction by a bowling member of the Club.

Parents, Guardians or adult members bringing children onto Club premises will be held responsible for their behavior and may be asked to leave the premises by a member of the Committee or the Bar Manager if any child contravenes these By-Laws.

23.0 PETS

- (1) Pets must at all times be under the control of a Club member / owner who shall be responsible for their behavior and clean up any mess they may leave behind.
- (2) Pets must not be allowed to roam freely on the Club grounds and must at all times be on a leash.
- (3) Pets must not be allowed to enter the Clubhouse.
- (4) Any damage caused by pets is at the members / owners cost

24.0 NOTICE BOARD

The Club Notice Board shall be affixed in a conspicuous part of the Clubhouse.

25.0 ELECTION OF LIFE MEMBERS

The method of election of Life Members shall be;

- (1) Any Bowls or Life Member of the Club may nominate a Bowls Member for Life Membership.
- (2) All nominations must be submitted in writing and delivered to the Club Secretary not less than eight (8) weeks before the Club's Half Yearly General Meeting.
- (3) The Committee shall consider all nominations and pass recommendations to a subcommittee, chosen by Life Members, consisting of two Life Members, two Bowls Members and one Committee member.
- (4) The decision of this subcommittee to be announced at the Club's Half Yearly General Meeting.
- (5) A secret ballot for prospective Life Members shall be carried out at the Club's Annual General Meeting.
- (6) A three fourths (75%) majority with not less than twenty five (25) Members voting shall be required to elect a Life Member of the Club.

26.0 FACILITIES HIRE

26.1 Procedure for Facilities Hire

- (1) The Hire of the Hall and/or the Kitchen shall be arranged by the Bar Manager
- (2) The Hire of the Greens shall be arranged by the Chairperson Grounds
- (3) The Bar Manager / Chairperson Grounds in conjunction with the Hirer must complete, in duplicate, a Venue Hire Application form. This form must be signed by the Bar Manager / Chairperson Grounds and passed to the Club Secretary for processing.
- (4) The hire must then be approved by the Committee with one copy of the above form filed by the Club Secretary and the other returned to the Bar Manager / Chairperson Grounds.
- (5) If approval is required prior to the next monthly Committee meeting the Club Secretary will refer the matter to the Club Director for the appropriate action.
- (6) The Bar Manager / Chairperson Grounds must keep a record of all bookings and ensure that there is no conflict with a Club event.

26.2 Hire Fees

All hire fees are determined by the Committee at a Committee meeting prior to the AGM and listed in **Appendix 1 - Fees**

26.3 Green Fees

All Green hire fees are determined by the Committee at a Committee meeting prior to the AGM and listed in Appendix 1 - Fees

26.4 Kitchen Use – Casual

Use of the kitchen by members is a privilege. Members should at all time ensure that the kitchen is left clean and tidy. Persistent misuse may result in the removal of this privilege.

26.5 Kitchen Use - Hire

- (1) The conditions that apply for Kitchen Hire are listed on the Venue Hire Application form.
- (2) Any hire charge or bond set by the Committee and listed on the Event Hire Application form must be paid before the event.

26.6 All other Hire

- (1) The Hirer shall be responsible for the conduct of guests.
- (2) Hire charges as set by the Committee and detailed on the Venue Hire Application form must be paid prior to the event.
- (3) The Hirer must ensure that the hire facility is left in a clean and tidy condition (cleaning fees apply).
- (4) Where bar service is required, the conditions applicable to the hire must comply with the Act.

27. PROPERTY and INCOME

The Club shall;

- (1) Make such agreements with municipal or other bodies for the purchase, leasing or other hiring of suitable property or properties for the purpose of the Club and to provide and maintain grounds, bowling greens, Club premises and buildings and amenities for their members and guests upon premises lawfully occupied by the Club, providing that such accommodation must be provided and maintained from the joint funds of the Club.
- (2) Purchase or otherwise acquire any real or personal property for the purpose of the Club.
- (3) Borrow money by way of loan or overdraft or by issue of debentures (subject to the **Club's Constitution PART 7 rule 61** for the purpose of carrying on the work or activities for the Club and to invest in any of the investments authorised by law any surplus funds of the Club not immediately required for the purpose of the Club.
- (4) Enter into such agreements as are reasonable and necessary or as are considered advisable for the proper utilisation of the Club's assets and for the proper carrying out of the other objectives herein detailed for the benefit of members and their guests.
- (5) Hold a Club License pursuant with the Act.
- (6) The property of and income of the Club must be applied solely towards the promotion of the objectives or purposes of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member of the Club, except in good faith in the promotion of those objectives or purposes.

28. MEMBERSHIP CATEGORIES

28.1 Privileges of Bowler Membership

- (1) Entitled to voting and speaking rights at Club General meeting.
- (2) Access to all facilities of the Clubhouse
- (3) Able to nominate and be elected to Constitution positions
- (4) Propose or second an application for membership of the Club
- (5) Have right, title or interest in any property of the Club
- (6) Bring Guests into the Clubhouse as permitted under Section 48(4)(b) of the Liquor Act

28.2 Pennant Bowler

- (1) A Pennant Bowler member is a member with all bowling rights.
- (2) Pennant Bowler membership fee consists of:
Base fee plus Bowls WA affiliation fee to play Bowls WA sanctioned events.
- (3) Entitled to Privileges of Bowler Membership as per **rule 28.1**
- (4) Play in a Pennant match for the Club or play in any Club Championship
- (5) Play in State events if selected.

28.3 Club Bowler

- (1) A Club Bowler member is a member with Club bowling rights.
- (2) Club Bowler membership fee consists of:
Base fee (includes Club social bowling)
- (3) Entitled to Privileges of Bowler Membership as per **rule 28.1**
- (4) Cannot play in any Pennant match for the Club or play in any Club Championship or State event

28.4 Life Member

Bowls Members who have rendered especially meritorious direct service to the Club over a period exceeding ten (10) years may, on recommendation of the Committee, be elected as Life Member of the Club.

Life Members shall be;

- (1) Entitled to Privileges of Bowler Membership as per **rule 28.1**
- (2) Shall have the Base membership fees waived.
- (3) Elected according to procedure detailed in **rule 24.0**
- (4) On the payment of the Bowls WA affiliation fee, play in a Pennant match for the Club or play in any Club Championship or State event if selected.

28.5 Honorary Member

Is granted without fees;

Shall not be entitled to Privileges of Bowler Membership **rule 28.1** but shall be allowed access to all facilities of the Clubhouse

28.6 Corporate Member

Shall not be entitled to Privileges of Bowler Membership **rule 28.1** but shall be allowed access to all facilities of the Clubhouse and bring guests into the Clubhouse

28.7 Temporary Member

Shall not be entitled to Privileges of Bowler Membership **rule 28.1** but shall be allowed access to all facilities of the Clubhouse

28.8 Reciprocal Member

Shall not be entitled to Privileges of Bowler Membership **rule 28.1** but shall be allowed access to all facilities of the Clubhouse

28.9 Social Member

- (1) Shall not be entitled to Privileges of Bowler Membership **rule 28.1** but shall be allowed access to all facilities of the Clubhouse
- (2) Play bowls at the specific invitation of the Men's or Ladies Bowls Committee

- (3) Participate in social bowls roll-ups by paying a green fee equal to 200% of the green fee payable by Bowls Members participating in organised events at the time of roll up

28.10 Junior Bowler

- (1) Shall not be entitled to Privileges of Bowler Membership **rule 28.1** but shall be allowed access to all facilities of the Clubhouse
- (2) Can play in a Pennant match for the Club or play in any Club Championship if the Bowls WA affiliation fee is paid, otherwise is classed as a Club Bowler.

28.11 Adjunct Member

- (1) The Recognised Participating Body will submit to the Committee a list of the names and addresses of members who wish to become Adjunct Members of the Club on initial application to join the Club and subsequently within 30 days of the Recognised Participating Body Annual General Meeting. This listing will be updated bi-annually and the listed members will formally be accepted by the Committee as Adjunct Members.
- (2) The Club Treasurer will submit an invoice to the Recognised Participating Body to cover the membership fee for the Adjunct Members listed. The invoice will show one total value with payment due within 14 days of issue of the invoice.
- (3) On election to the Club, Adjunct Members shall enjoy the rights and privileges of Social Membership (**rule 28.9**) and must recognise and abide by the Constitution and By-Laws of the Club.

28.12 Special Circumstances Member

- (1) The Management Committee may relieve them of part of their liability but not so as to make their total liability less than one third of the applicable subscription.
- (2) Special Circumstances Members shall retain their voting rights.

28.13 Bingo Member

Any non-member may apply to the Club to become a Bingo Member. Upon acceptance of a completed application form and payment of an annual fee as determined by the Committee the Bingo Member is entitled to attend any licenced Bingo session conducted on Club premises. Bingo membership does not confer any other rights or privileges whatsoever.

29. GUESTS

Members, other than Bingo members, shall be at liberty to invite guests to the Club, but the number of guests shall not exceed the maximum number as contained in Section 48(4)(b) of the Liquor Act.

- (1) No guest shall be supplied with liquor in the Club Premises unless at the invitation and in the company of a member.
- (2) No guest shall be allowed or admitted to the Clubhouse except during the hours permitted by the Liquor Act.

- (3) A guest shall only be supplied with liquor to be consumed on Club Premises.
- (4) A member introducing a guest(s) shall be responsible for the proper conduct of the guest(s) whilst on Club Premises.
- (5) No person who has been an unsuccessful candidate for membership shall be admitted as a guest neither shall any person under suspension from this or any other affiliated bowling club.
- (6) Liquor may be supplied to Club members and their guests on Club Premises (without limitation on the number of guests) if prior notice is given to the Club and is supplied either ancillary to a meal or at a function held by the member at the member's expense.
- (7) The Committee or the Licensee shall have the right to object to the presence of a guest.
- (8) A guest may attend the Club a maximum of 5 times per annum before they must apply for membership.

30. SETTING of FEES

- (1) Membership fees and deposits for the ensuing year for each class of membership shall be determined by the Committee, on the recommendation of the Club Treasurer.
- (2) These fees shall be confirmed by members at the Club Half Yearly General Meeting or at a Special Meeting called for that purpose.
- (3) Levies set by the Club or Bowls WA also apply to new members joining during the year. (see **Rule 31.0**)
- (4) Hire and Green fees for the ensuing year shall be determined by the Committee, on the recommendation of the Club Treasurer.

30.1 Payment of Subscriptions

All membership fees shall become due for payment on the first (1st) day of May each year or, on entering into an agreed arrangement with the Club Treasurer, by two equal installments which shall be paid during the month of May and November in that year.

- (1) Should any member not have paid the prescribed membership fee, or the first portion as set out above, by the fourteenth (14th) day of June, such person shall lose all rights and privileges of membership.
- (2) Membership validation – for the purpose of this rule, any member who is un-financial after the 30th June in any year, is deemed to be a non-member.
- (3) A non-member, regardless of previous membership, is required to complete the appropriate membership nomination form for consideration by the Committee.
- (4) Social members shall pay the full applicable membership fees at the time of nomination.
- (5) Payment of subscriptions for Adjunct members, refer **rule 28.11.(2)**
- (6) New Bowlers ,and Junior members joining the Club;
 - i. During November, shall pay half the Club prescribed membership fee.
 - ii. During December to April (inclusive), shall pay half the prescribed membership fee less an appropriate discount if determined by the Club Treasurer.

31. SETTING OF LEVIES

Members shall pay such levies as may be imposed from time to time either by the Club or Bowls WA.

- (1) The Club may set levies at a Club General Meeting or Special Meeting called for the purpose.
- (2) These levies shall be imposed for special projects and shall be included in addition to the annual membership fee.
- (3) In any one year the total levies imposed by the Club shall not exceed twenty five percent (25%) of the annual membership fee for Bowls Members.
- (4) Levies imposed by Bowls WA shall be in addition to the affiliation fee.

32. MEMBERSHIP CARDS

All Members will be issued with a Club Membership Card.

- (1) New Members will be issued with membership cards on joining the Club.
- (2) The Treasurer and Club Secretary shall keep an up to date record of all financial members and de-activate membership cards belonging to non-financial members.
- (3) All members must produce their Membership Cards when requested to do so by Bar Staff or a committee member.

33. ELECTION PROCESS

Nominations and elections as detailed in the Club Constitution **Part 5 Division 3**.

In the Club rules Division 3. Clauses 31, 33 and 35 and this rule, the word committee is to refer to any committee or subcommittee, the word secretary is to refer to any secretary, the word director is to refer to director or president and the word treasurer is to refer to any treasurer.

33.1 The administration and process of elections

- (1) The Secretary shall initial and date each nomination form received and place the names of the nominees on the notice board within seven (7) days of receipt.
- (2) The Committee shall appoint a Returning Officer and two Scrutineers to conduct the ballot, none of whom shall be a candidate at the election or a serving member of the Committee.
- (3) The Returning Officer shall initial each voting paper prior to forwarding to each member entitled to vote within fourteen (14) days of the closing of nominations.
- (4) The ballot shall close at the Club at 7.00 pm on the day prior to the Annual General Meeting when votes will be counted by the Returning Officer in the presence of the two Scrutineers.
- (5) Ballots shall be decided by a "first past the post" system. All votes shall be recorded by marking the box opposite the name of the candidate/s of their choice up to the number of candidates to be elected.
- (6) Ballot papers which show more candidates marked as voted for than the number permitted or defaced or mutilated as to prevent the intentions of the vote being ascertained shall be deemed informal.
- (7) The Returning Officer may rule on any other matter as he or she might see fit.

- (8) If two or more candidates receive the same number of votes, the Returning Officer shall determine by lot the successful candidate or candidates.
- (9) The results of the ballot shall be handed to the Director immediately prior to the commencement of the Annual General Meeting and the Returning Officer, or in his/her absence a Scrutineer, shall announce the results to the Annual General Meeting.

33.2 Election conditions

- (1) All elections shall be by secret ballot.
- (2) A Life member or a Bowls member who is financial as at the fourteenth (14th) June in that year shall be eligible to vote unless that member has subsequently resigned.
- (3) Members may be nominated for more than one position, provided that any member elected to a position on the Committee shall be automatically excluded from the ballot for any other position on the Committee.
- (4) Members may sit on more than one subcommittee, however can only be Chairperson of one subcommittee
- (5) The President and Secretary of the Bowls Section Committees shall form part of the Committee but shall not be eligible to nominate for any other position on the Committee.
- (6) The Club Delegate to only be elected if the position is required by Bowls WA

33.3 The order of election shall be

1. Director
2. Deputy Director
3. Secretary
4. Treasurer
5. Chairpersons of subcommittees
6. Delegate (if required by Bowls WA)

33.4 Valid Elections - AGM

Ladies' Bowls AGM a quorum of 20 is required

Men's Bowls AGM a quorum of 30 is required

34. MEDIATION

Section 182(1) of the Act provides that an application may be made to the State Administrative Tribunal to have a dispute determined if the dispute has not been resolved under the procedure provided for in the incorporated Club's rules.

35. CONDITIONS OF GREENS USE

35.1. Hire of Greens refer to Rule 26.0. Facilities Hire

35.2. All Greens closed every Monday morning (until 11.00am) for maintenance

35.3. Club Social Bowls

(a) Greens that are scheduled for use by organised competition can only be used by those in the competition, however;

- Non-competition games can be played on unused rinks on the competition Greens by paying green fees.
- Any Green not scheduled for organised competition and in compliance with the 'Greens available board' can be used for roll-ups, all organised games must pay green fees.
- An organised game is deemed to be a game between two teams

35.4. Roll-ups (Club Members)

Any Green not scheduled for competition and in compliance with the 'Greens available board' can be used for roll-ups by Club members.

- A roll-up is one, two or three bowlers practicing bowling shots.
- Four bowlers on the same rink is deemed an organized game.

35.5. Roll-ups (other club registered bowlers)

- Registered bowlers from other clubs may participate in roll-ups and in compliance with the 'Greens available board' and not on scheduled competition Greens.
- Any organized game must pay green fees.

36. GREENS / RINKS LAYOUTS

All Greens closed every Monday morning (until 11.00am) for maintenance.

For the even wear of the greens surface the following applies:-

Marking of Rinks

- Five different Colored lines for each rink.
- Each weekday is assigned a color.
 - ◆ Monday – RED
 - ◆ Tuesday – WHITE
 - ◆ Wednesday – GREEN
 - ◆ Thursday – YELLOW
 - ◆ Friday – BLACK

All competition on a weekday, bowls on its own color

Orientation of Greens

- Summer – North / South
- Winter – East / West

However this rule may be varied at the direction of the Committee and displayed on the 'Greens available board'.

Rotation of Greens

Greens rotate every week in the usage sequence of;

- Week 1 – A, B, C
- Week 2 – B, C, A
- Week 3 – C, A, B

Rotations to be displayed on the 'Greens available board'.

Appendix 1. - Fees

Kitchen Hire	\$
Hall Hire – Zone 1	\$
Hall Hire – Zone 1 (Club Bowls Member)	\$0
Hall Hire - Zone 2	\$
Hall Hire – Zone 2 (Club Bowls Member)	\$0
Hall Hire – both Zones	\$200
Hall Hire – both Zones (Club Bowls Member)	\$0
Green Hire – per green	\$
Bar service – per staff	\$
BBQ / Verandah	\$
Multimedia equipment	\$
Cleaning	\$
Bond – if required	\$

Green Fees:

Social member Roll-up	\$5
Members private competition	\$5
Members of affiliated clubs (BowlsWA) Roll-up	\$0
Non Member per 30 minutes Roll-up	\$5
Club Bowls Member Roll-up	\$0

Appendix 2. – Duty Statements

See Club notice board.