

**BY-LAWS**  
**of the**  
**TUGGERANONG VIKINGS LAWN BOWLS CLUB INC.**

**Approved April 2015**

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**1. Alteration of By-Laws**

- 1.1 In accordance with sub-rule 13.4 of the Constitution, the Committee may make, alter or repeal the By-Laws for the conduct of business of the Club and the carrying out of its objects.

**2. Laws of the Game of Bowls**

- 2.1 The “Laws of the Game of Bowls” shall be those adopted by Bowls ACT from time to time.

**3. Conditions Governing Championships**

- 3.1 The rules and conditions of play governing all championships and fixtures conducted by the Club shall be those adopted by Bowls ACT from time to time.
- 3.2 In some circumstances, the match sub-committee may change the conditions of play for Club competitions and tournaments with the approval of the Committee.

**4. Club Notice Boards**

- 4.1 Members may not post notices pertaining to the Club without the prior consent of the Secretary.

**5. Duties of Officers**

- 5.1 **The President** shall:
- (a) represent the Club and act as spokesperson for the Club;
  - (b) preside over Club meetings and in so doing, preserve order and enforce the rules of procedure;

- (c) in conjunction with the Secretary, attend meetings and liaise with Bowls ACT and report proceedings to the Committee;
- (d) in conjunction with the Secretary, liaise with representatives of the Licensed Club in matters relative to the Club's proper management;
- (e) enlist the services of volunteer helpers to participate in the management of the Club's bowls activities and various social activities; and
- (f) ensure that administrative actions that flow from meetings are carried out.

5.2 **The Secretary** shall:

- (a) be the Public Officer of the Club;
- (b) keep control of records (other than financial records) and other documents relating to the Club;
- (c) prepare an agenda for all Club meetings and keep full and accurate records of the proceedings;
- (d) issue notices relative to the Club's activities and call Club meetings in accordance with the Constitution;
- (e) attend to the correspondence of the Club;
- (f) co-ordinate the preparation of the annual report;
- (g) maintain membership lists and attend to all registrations;
- (h) in conjunction with the President and other Committee members as appropriate, liaise with representatives of the Licensed Club in matters relative to the Club's proper management;
- (i) in conjunction with the President, liaise with Bowls ACT on matters relative to the Club's bowls program; and
- (j) liaise with the lawn bowls clubs coaching and umpires co-ordinators as required.

5.3 **The Treasurer** shall:

- (a) collect and receive all moneys due to the Club and make all payments authorised by the Committee;
- (b) keep correct records showing the financial affairs of the Club with adequate details of all income and payments;
- (c) present financial reports to meetings of the Club;
- (d) prepare an annual budget; and

- (e) arrange for the annual audit of the Club's financial records.

**5.4 The Vice-President shall:**

- (a) assist the President in the administration of the Club;
- (b) as required, preside over Club meetings and in so doing, preserve order and enforce the rules of procedure;
- (c) as required, attend meetings of Bowls ACT and report proceedings to the Committee;
- (d) as required, liaise with representatives of the Licensed Club in matters relative to the Club's proper management;
- (e) liaise with sub-committees and members to obtain feedback to assist the Committee in the operation of the Club's activities; and
- (f) make appropriate arrangements to keep in touch with members in respect of their welfare.

**5.5 The Bowls Organiser shall:**

- (a) manage the implementation of the approved social bowls program;
- (b) assist as necessary with the organisation and presentation of Club special events;
- (c) develop innovative ideas for improving members' interest in social bowls events;
- (d) report to the Committee on results and trends in social bowls participation and recommend changes where required;
- (e) coordinate and manage visits to and from other clubs; and
- (f) enlist the services of volunteer helpers to participate in running the social bowls program.

**5.6 Committee Members shall:**

- (a) assist other office bearers in the operations of the Club.

**6. Composition of Sub-Committees**

**6.1** The following sub-committees may be convened to assist the Committee in the operation of the Club's activities:

- (a) Finance / Sponsorship sub-committee that shall consist of the Treasurer and at least two other members approved by the Committee;

- (b) Match sub-committee that shall consist of the President, the Secretary and another club member; and
- (c) Selection sub-committee that shall consist of up to four members, one to be appointed from within the group as the chairperson.

## **7. Functions of Sub-Committees**

### **7.1 The Finance / Sponsorship sub-committee shall:**

- (a) oversee and advise the Committee on matters relating to sponsorship, the collection of monies including membership applications and renewals, all banking matters, and the purchase and sale of Club property and fund raising activities. The sub-committee shall hold regular meetings and advise the Committee as required.

### **7.2 The Match sub-committee shall:**

- (a) develop the Club's bowls program for approval by the Committee and manage the implementation of the approved program;
- (b) establish conditions of play for the Club's various bowls events;
- (c) investigate and resolve, where possible, disputes that arise from bowls events and report outcomes to the Committee for endorsement or further action;
- (d) liaise with the lawn bowls clubs co-ordinator of the Measurer and Umpire groups for any officiating assistance requirements; and
- (e) liaise with the selection sub-committee on the pennants program as required.

### **7.3 The Selection sub-committee shall:**

- (a) call for nominations to play Bowls ACT pennant at the appropriate time;
- (b) recommend to the Committee, the grades / number of teams to be nominated for the Bowls ACT pennant competition;
- (c) select and place members in the appropriate Bowls ACT pennant teams and organise replacements as required; and
- (d) liaise with the match sub-committee and with the Committee as required.

## **8. Code of Conduct**

- 8.1 The Code of Conduct (the Code) applies to all categories of members of the Tuggeranong Vikings Lawn Bowls Club. The Code applies regardless of whether a member is on the Club premises or is "representing" the Club.

- 8.2 Members are “representing” the Club in any of the following situations:
- (a) As part of any representative team on behalf of the Club;
  - (b) When wearing club uniform or other dress that identifies the person as a member of the Club;
  - (c) When attending any function on behalf of the Club;
  - (d) Whilst visiting any of the licensed premises of the Vikings Group (the “Licensed Club”); and
  - (e) When playing in bowls games at any level of the game, including practice and social games.
- 8.3 When representing the Club, members are expected to do so in the spirit of the game and abide by this Code before, during and after games.
- 8.4 The following are examples (but not a complete list) of unacceptable actions and are violations of this Code:
- (a) Use of offensive language;
  - (b) Threatening or intimidating an umpire or other match official on or off the green;
  - (c) Any forms of physical, verbal, mental, emotional and/or sexual abuse or discrimination on the basis of gender, creed, sexual orientation, disability or ethnic origin of a member or visitor to the venue;
  - (d) Willful damage to Club or Licensed Club property (such as furniture, fittings, equipment, glasses etc.);
  - (e) Acting in a manner unbecoming of a member of the Club or prejudicial to the purposes and interests of the Club and/or the sport of lawn bowls;
  - (f) Bringing the Club, any other member of the Club or the sport of lawn bowls into disrepute; and
  - (g) The use of social media or online internet forums for what is deemed to be detrimental or defamatory to the Club, its members, the Licensed Club or the sport of lawn bowls. Social media includes but is not restricted to YouTube, weblogs, social blogs and social media network sites such as Facebook, Twitter, Bebo and MySpace.
- 8.5 Members visiting any of the premises or venues of the Licensed Club must comply fully with the rules of that Licensed Club.
- 8.6 The Club will not act on behalf of any member charged with being in breach of the Licensed Club’s rules.

- 8.7 The Club condemns the use of performance enhancing drugs. Such use is contrary to the ethics of sport and endangers the health of individuals. Doping practices are totally unacceptable and are violations of this Code. The use of trafficking in performance enhancing drugs in any situation where you are perceived as representing the Club is a violation of this Code.
- 8.8 The Club does not condone the use of recreational drugs in any circumstances. It is expected that as members of the Club, you will respect its clear stance on this issue. Use or trafficking of recreational drugs in any situation where you are perceived as representing the Club represents a violation of this Code.
- 8.9 If any member is perceived to have violated this Code, the Committee will initially investigate the allegations. Any member whose actions are considered to be in breach of the Code may, after being heard, be reprimanded, suspended or expelled from the Club or otherwise be dealt with as decided by the Committee. The basic principles of natural justice will be followed to ensure a fair and equitable process is achieved.
- 8.10 The Committee will report the outcome to the Executive of the Licensed Club should disciplinary action be imposed. Disciplined members will have right of appeal under the constitution.