

CASTLE HILL WOMEN'S BOWLING CLUB

BY-LAWS

2014

NAME OF CLUB AND COLOURS.

- (a) The Club shall be called the "Castle Hill Women's Bowling Club", (hereinafter called "The Club").
- (b) The Colours of the Club shall be Blue and Gold.

OBJECTS

As stated in the WBNSW Constitution and Castle Hill Women's Bowling Club Constitution.

COMPLIANCE

Castle Hill Women's Bowling Club operates within the parameters of the WBNSW Inc and is a sub club of Castle Hill Bowling Club Limited.

If at any time there is a conflict between the Constitutions of the Castle Hill Women's Club and the Club Limited Constitution, then the Constitution of the Club Limited takes precedence over that of Castle Hill Women's Bowling Club.

DOMESTIC CONDITIONS

The Castle Hill Bowling Club is a women's bowling Club operating within the parameters of the WBNSW Inc. and is a sub club of the Castle Hill Club Limited. If at any time there is a conflict between the Constitution of the Castle Hill Women's Club and the Castle Hill Bowling Club Limited, then the Constitution of the Club Limited takes precedence over that of the sub club.

The Castle Hill Women's Bowling Club is formed with the consent of the Club Limited using the greens and amenities of the Club Limited. All arrangements and conditions for play and all commitments due and payable to the Club Limited shall be domestic matters only between the Club and The Club Limited.

The Castle Hill Women's Bowling Club, being affiliated with the WBNSW is required to have its own Annual Subscription in addition to any commitments due to the Club Limited: its own Officers and Management Committee. It shall, subject to the Constitution and By-Laws of Castle Hill Women's Bowling Club, control its own finances and Banking Account and shall have its own sectional activities in conformity with its own Rules and the Constitution and By-Laws of WBNSW, Region 16 and the Mitchell District Women's Bowling Association.

At Presidents discretion and in accordance with WBNSW Uniform Code all members shall wear BA approved shirts on Thursday Play Days.

1. FINANCIAL YEAR.

The Financial year of the Club shall commence on 1st June and close on 31st May of each year.

All fees are due and payable on 31st May of each year.

2. ANNUAL GENERAL MEETING

(a) The Annual General Meeting of the Club shall be held on 1st Thursday in July unless alteration of day and date is deemed necessary.

(b) The Annual General Meeting shall not be held prior to the close of the Financial Year.

3. MEETINGS

3.1 General

(a) The Club will hold no more than 4 General Meetings of Members per year.

(b) This/these meetings can be held in the month/s of February, May, August, and November.

3.2 Management meetings

The Club will hold no more than 12 meetings per year.

4. MEMBERS SUBSCRIPTIONS

(a) Having paid the annual subscription to the Club Limited, members shall pay all commitments due to WBNSW, the Mitchell District.

(b) If applicable, any additional fee to belong to the Women's Bowling Club shall be as decided upon by the Management Committee, from time to time.

5. DUTIES OF MANAGMENT COMMITTEE MEMBERS

5.1 President

The President shall

(a) preside at all Meetings of the Club, subject to Club Constitution Rule 19.2

(b) the President shall be ex-officio a member of all Committees with the exception of the Selection Committee when selection is taking place.

5.2 Vice President/s

The Vice President/s shall

- (a) Undertake all duties designated for the role of Vice President.
 - (i) Assist the President and preside in her place if and when required
 - (ii) Man the welcome table at weekly bowls and at special events
 - (iii) Organise raffle prizes, sales of raffle tickets and numbers board
 - (iv) Take responsibility of counting monies received and passing to Secretary/Treasurer

5.3 Secretary

The Secretary shall

- (a) Keep accurate minutes of all proceedings at meetings of the Club.
- (b) Receive all monies due to the Club and open all correspondence.
- (c) Keep a register of members including dates of birth (on request).
- (d) Furnish a report of the Club's activities for the Annual Report.
- (e) Arrange a copy of the Annual Report and Financial Statement to be issued and approved by the Club Limited, and then distributed to the Club Limited and each financial Member of the Club.
- (f) Notify members per medium of the Notice Board of matters of which notification is necessary arising from Management Meetings, State, Region and District fixtures.
- (g) Manage all notices placed on the notice board including copy of draws for all District, Region and State events (where applicable).
- (h) Receive entries and fees for District events and forward to District.
- (i) Issue clearances, on request, immediately and in accordance with instructions set down from time to time by NSWBA.
- (j) Receive clearances and deal with same in accordance with instructions set down from time to time by WBNSW.
- (k) Carry out any additional duties as listed in the Club Constitution Rule 28.

All correspondence shall be directed to and answered by the Secretary under the direction of the Management Committee and tabled at the next Management Committee Meeting

5.4 Treasurer

(a) Where a Club processes all income the Treasurer shall

- (i) receive and deal with the day to day finances of the Club
- (ii) furnish to each Management Committee Meeting and each General Meeting a report of the day to day finances of the club. She shall also report on income for Carnivals and Special Days and any other sundry income that is processed through the Club to the Club Limited.

(b) Where a Club has its own Bank Account the Treasurer shall

- (i) Receive all moneys from the Secretary, all income from the day to day running of the Club and deposit same in such bank account as the Management Committee directs.
- (ii) Keep correct accounts and books showing the financial affairs of the Club and give a financial report at each Management Committee Meeting and General Meetings and furnish a properly audited Statement of Receipts and Expenditure to accompany the Annual Report.
- (iii) Supply to the Club Limited a detailed monthly statement of receipts and payments of the Bowling section.

5.5 The Delegates to the District

The Delegates shall

- (a) Attend meetings of the Mitchell District Association and correctly report to the Management Committee and members on rulings and proceedings at all District Meetings.
- (b) Vote when necessary in accordance with the instructions given by the Management Committee and speak at the District Meeting upon a subject if instructed to do so by the Management Committee.
- (c) When required vote on their own initiative

Should any Delegate be unable to attend a meeting of the District the Club Secretary may appoint a deputy to act at such meeting.

5.6 Vacancy of President

Should the office of President become vacant less than (6) months prior to the Annual General Meeting, an acting President shall be elected at a Special Meeting of the Committee called for that purpose. The elected member shall have all the powers and privileges of a duly elected President. In any other case a President shall be elected under the terms of the Club Constitution.

6. OPERATIONAL COMMITTEES.

6.1 Match/Selection Committee

The Match/Committee shall consist of no more than 5 members one of which is to be selected as Chairperson

The Match /Selection Committee shall, when requested by the Management Committee:

- (a) Arrange Club Fixtures for the season subject to the approval of the Committee (Yearly/Annual Calendar)
- (b) Attend to District and State Fixtures
- (c) Arrange for Markers to be available for Singles Championships
- (d) Arrange lists for inter-club games and Special Days including Umpires, Controlling Body and rink availability, Club Carnivals, President's Day, Friendship Day, Queen of the Green and Ourimbah-Lisarow Shield.
- (a) Select teams for Social play on ordinary days and fill in cards for same.
- (b) Select teams for Orange Blossom Festival, Castle Hill/Ourimbah Lisarow Shield and any other teams as directed by Management Committee
- (c) Select sides for Pennant Play in accordance with direction from the Management Committee on the number of sides to be selected.
- (e) After selection, attend to Pennant Cards and supervise the draw for rinks and opposing teams by Captains
- (d) Present Pennant sides to management committee
- (e) Present a report to the Management Committee as requested.
- (f) The Chairperson of the Match /Committee shall be responsible for submitting results of Club Championships and Competitions to the Publicity Officer for publishing.

6.2 Social Committee

The Social Committee shall consist of no more than 10 members one of which is to be selected as Chairperson

The Social Committee shall, under the direction of the Management Committee:

- (a) Manage all catering arrangements for social and Pennant Play.
- (b) Roster members to help with catering
- (c) Work under the Club Limited instructions for Health and Safety Regulations

6.3 Castle Hill Women's Club Committee

The Castle Hill Women's Club Committee shall consist of no more than 5 members

The Castle Hill Women's Club Committee shall under the direction of the Management Committee:

- (a) Attend Management Committee meetings
- (b) Attend to any duties as directed by the Management Committee

7. GENERAL

7.1 The Club may combine Selection and Match if membership numbers are small.

7.2 The Management Committee may appoint after receiving 'Expressions of Interest'

- (a) a Publicity Officer
- (b) a Welfare Officer
- (c) any other non management Committee (list if applicable)

7.3 No member shall hold more than one Management or Operational Committee position simultaneously with the exception of the Delegates.

7.4 The Management Committee has the power to appoint a Chairperson of any Operational Committee should such Committee fail to elect its Chairman within fourteen (14) days of its election.

8. PUBLICITY OFFICER

8.1 If appointed, the Publicity Officer shall

- (a) attend to all publicity as directed by the Management Committee and shall be the only member authorised to submit copy to "Bowls News".
- (b) submit a copy to the Secretary to be countersigned. A duplicate copy shall be handed to the Secretary.

9. LIFE MEMBERS

Members Eligibility

All full bowling members qualify for consideration for elevation to Life Member Status, of Castle Hill Bowling Club Limited.

Criteria for nomination of Life Members

The Ladies Club shall act in accordance with the Club Limited criteria for Life Members that states:-

- a) To emphasise the exclusive nature and personal honour attributable to bestowing life membership on a member, the Club shall restrict the number of Life Members permitted at any one time commensurate with the total number of club members.
- b) If any, only one life membership nomination will be endorsed by the Board for member voting each year.
- c) To be considered for Life Membership, it would be expected that the nominated member would have been a full bowling member of the Club for a minimum continuous period of 15 years.

10. BANK ACCOUNT

Where a club has its own Bank Account all cheques shall be signed by any two (2) of the following officers, the President, Secretary or Treasurer.

11. APPROACH

Only the President or Secretary shall approach the Club Limited or the Greenkeeper on any matter concerning the Club or greens, unless this authority has been delegated by either of them to any other members for the day.

12. DISPUTES AND OBJECTIONS

Any disputes, objections and appeals shall be dealt with in accordance with State By-law No. 6

13. REPRIMANDS, RESIGNATIONS, SUSPENSIONS AND EXPULSIONS

The Management Committee shall promptly notify the Club Limited if it is felt there is a need to reprimand, suspend, accept the resignation of or expel any member who deliberately infringes any Rule, after being warned, or whose conduct shall in its opinion render her unfit for membership.

Club Ltd will advise on the due process to ensure compliance with applicable legislative requirements.

No member shall be expelled or suspended without first being summoned in writing before the Committee, at which meeting there shall be at least two thirds of the Management Committee Members present and at which five sixths of the Management Committee Members present vote for expulsion or suspension. The final decision rests with the Club Limited.

Fourteen (14) days notice of the meeting must be given to the member and if she fails to attend at the time and place mentioned without reasonable excuse, the charge or complaint will be heard and dealt with in her absence and the Management Committee will decide on the evidence before it, her absence notwithstanding. The decision of the Committee on such hearing or an adjournment thereof shall be final.

Where a member has been reprimanded, suspended or expelled under this rule or where the Committee has accepted the resignation of a member as a result of proceedings against a member under this Rule, the Management Committee shall, within seven (7) days of the date on which such member is reprimanded suspended or expelled or from the date on which the resignation of such member is received by the Honorary Secretary, advise the Club Limited in writing of such reprimand, suspension, expulsion or resignation.

Provided notwithstanding the above that if a person ceases to be a member of the Club Limited that person ipso facto ceases to be a member of the Club

It should be noted that only the Club Limited can withdraw membership of the Club Limited.

14. LAWS OF THE SPORT OF BOWLS AND CONDITIONS OF PLAY FOR STATE CHAMPIONSHIPS AND EVENTS

The "Laws of the Sport of Bowls" and "Conditions of play for State Championships and Events" shall be those adopted from time to time by WBNSW.

15. UNIFORM

The uniform for play shall be as set down in the WBNSW Dress Policy

16. SMOKING ON THE GREEN

No player/official is allowed to smoke on the green during the progress of a game (refer to the BA smoke free policy).

17. LEAVE OF ABSENCE

Any Committee member absenting themselves from three consecutive meetings, without obtaining Leave of Absence, shall automatically vacate her position.

18. CLUB CHAMPIONSHIPS

(a) Castle Hill Women's Bowling Club will allow Club Championships to be played on any of the designated play days and/or by arrangements, on or before the carded dates.

(b) Play days being those designated by the Board of Directors of the Club Limited.
i.e.

SUNDAY P.M.

TUESDAY A.M.

THURSDAY A.M./P.M. (Thursday also to be known as Club Day)

SATURDAY A.M.

Pending green space availability with the Castle Hill Men's Bowling Club and Castle Hill Bowling Club Limited

ALL games should be organized through the Match Committee.

(c) All Club Championships will be carded on or before Thursday play day with the provision that all entrants will be prepared to make themselves available to play on a weekend day if drawn against a bowling member who works/studies Monday to Friday.

All Club Championships will be advised with this provision on the notice board where members sign up for the competition and it will be expected that anyone who wishes to participate in Club Championships will do so accepting these conditions. If a club member/team is drawn against a person willing and able to play during the week then a weekday game will be scheduled. However, if a member is drawn against a member/team who works Monday to Friday then the game must be played on a weekend day. In this instance it will be the team unavailable to play a weekend game that must find a substitute or forfeit the game.

The on or before Carded Day agreement will apply with all players be given fourteen (14) days notice at the beginning of the competition.

(d) Any other competition should be played at the discretion of the Castle Hill Bowling Club Limited and Castle Hill Women's Bowling Club.

