

BY-LAWS - FEBRUARY 2019

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BY-LAWS

There shall be one set of By-Laws that apply to both Men's and Ladies' bowls.

The By-Laws and Policies of the Leeming Bowls and Recreation Club are to be reviewed as deemed necessary by the Executive Committee or at least every two (2) years.

1. GOVERNING STRUCTURE

The Leeming Bowls and Recreation Club, otherwise referred to as the Club, shall have an Executive Committee that consists of President, Vice President, Treasurer, Secretary, and Chairpersons of Standing Committees, excluding Selection Committees.

2. ROLE OF EXECUTIVE COMMITTEE

The Executive Committee:

- Must ensure that these By-Laws are consistent with the ***Constitution*** and ***Club Policies***.
- Can determine changes to the By-Laws after debate by the Committee.
- Can make a decision on any situation which arises that is not covered by these By-Laws.
- Specific duties for members of the Executive Committee are detailed in separate Duty Statements within the ***Constitution***, and ***Club Policies***.

2.1. PRESIDENT

The President oversees the overall management of the Club and contributes to the forward planning, review of events and financial management of the Club.

Carries out resolutions of the Executive Committee or may delegate the carrying out of resolutions.

Consults with the Secretary regarding the business to be conducted at each Executive Committee Meeting and each General Meeting;

Presides over meetings of the Executive Committee and General Meetings of the Club

May convene and preside over special meetings of the Executive Committee and Special General Meetings

Ensures that the minutes of General Meetings and Executive Committee Meetings are reviewed and signed as correct.

Is an ex-officio member of all Club committees and may attend all Club committee meetings.

2.2. VICE PRESIDENT

The Vice President consults with, liaises with, and assists the President in the overall management of the Club.

In the President's absence assumes the duties and responsibilities of the President.

Is an ex-officio member of all Club committees and may attend all Club committee meetings.

2.4. SECRETARY

The Secretary co-ordinates the correspondence of the Club;

Convenes General Meetings and Executive Committee Meetings, including preparing the notices of meetings of the business to be conducted at each meeting in consultation with the President;

Keeps and maintains in an up to date condition the Constitution of the Club and any By-Laws of the Club.

Maintains the register of the Members and the record of Office Holders of the Club, as required by the Associations Incorporation Act 2015.

Ensures the safe custody of the Books (with the exception of the Accounting Records) of the Club.

Keeps full and correct minutes of Executive Committee Meetings and General Meetings; and performs any other duties required by the Constitution or the Executive Committee.

2.3. TREASURER

The Treasurer ensures all moneys payable to the Club are collected, and that receipts are issued for those moneys in the name of the Club.

Ensures the security of the Clubs funds and payment of all Club moneys into the account or accounts of the Club as the Executive Committee may from time to time direct.

Ensures timely payments to employees, service providers and suppliers, from the funds of the Club with the authority of the Executive Committee or a General Meeting.

Ensures that the Club complies with the account keeping requirements of the Associations Incorporation Act 2015.

Ensures the safe custody of the Financial Records of the Club and any other relevant records of the Club;

Co-ordinates the preparation of the Financial Report of the Club prior to its submission to the Annual General Meeting of the Club;

Assists the auditor in performing their functions and performs any other duties imposed on the Treasurer by the Constitutions or the Executive Committee.

2.5. STANDING COMMITTEES:

Standing committees include Match, Greens, Bar, House, Membership, Sponsorship and Social Committees. *Ad hoc* committees can be created by the Executive Committee as the need arises.

2.5.1. The role of the respective Ladies' and Men's Directors of Bowls, in conjunction with the relevant **Match Committees**, is to

- Oversee all bowls competitions conducted at The Club.
- The Match Committee may delegate organisation of events to a Sub-committee, but remains accountable to the Executive Committee for such events.

- 2.5.2. **The Bar Committee** shall control the bar accordance with the provisions of the Liquor Act.
- Will co-ordinate staffing levels and arrange volunteer support in providing a satisfactory level of service to Club members.
- Will manage the bar so as to maintain service levels and ensure satisfactory financial return from the bar operations.
- 2.5.3. **The Greens Committee** shall have full control over the greens with the power to close all or any portion at any time, by posting a notice on the appropriate notice board or by placing an indicating notice on the portion of the green to be closed.
- The Greens Committee shall maintain the Club's greens in accordance with the recommendations of the manufacturer to a standard that complies with the requirements of Bowls WA for pennant play.
- The Greens Committee shall maintain the Club's greens, surrounds, gardens and associated appurtenances to a neat, clean and tidy standard.
- 2.5.4. The **House Committee** shall arrange the maintenance of all Club buildings and property therein and organise the cleaning of the Club premises.
- 2.5.5. The **Membership Committee** shall promote and encourage membership of our Club in the wider community and within our own membership.
- 2.5.6 The **Social Committee** shall arrange and carry out the social fixtures and entertainment for the Club.
- 2.5.7 The **Sponsorship Committee** shall arrange the sponsorship for all the ladies and men's bowls events and such other Club sponsorship as deemed desirable.

2.6 SELECTION COMMITTEES

The Club will have two Selection Committees; one for Ladies Pennant Selection and one for Men's Pennant Selection.

- 2.6.1 The Men's Selection Committee will be elected by male ordinary and male life members.
- 2.6.2 The Ladies' Selection Committee will be elected by female ordinary and female life members.
- 2.6.3 The Selection Committees, independently, will each comprise no less than three (3) and no more than six (6) persons, who will be Full, or Life members of the Club as prescribed in the Club **Constitution**.
- 2.6.4 The selectors have the following duties and responsibilities:
- Select and arrange pennant teams, reserves and substitutes.
 - Appoint side or team managers for all team games, and duty roster for home games.
 - Select and arrange teams to represent the Club in any event in which entries and/ or nominations are required in the name of the Club.

- Ensure that the Umpires representative allocates, and notifies, umpires for all home games.

2.7 RESIGNATION FROM CLUB COMMITTEES

A member who has been duly elected by the members to any Club Committee, including the Executive Committee, and who resigns their position on that Committee before completing their term may not nominate for election to any elected Club Committee for the following year.

At its sole discretion, the Executive Committee may grant dispensation from this rule to Committee Members who have resigned due to extenuating circumstances such as personal misfortune, personal illness or injury; illness or injury of a spouse or close family member; or a close family bereavement.

3. AUTHORITY LEVELS

The following authority levels will apply for financial expenditure by Club officers on Club business.

- Director of House \$500
- Director of Greens \$1,000
- President \$2,000
- President & Vice President & Treasurer together \$3,000
- Over \$3,000 and under \$15,000 – the Executive Committee
- Over \$15,000 – approved at a Special General Meeting or AGM.

4. BEHAVIOUR OF MEMBERS IN GENERAL

Members must, at all times, conduct themselves in an acceptable manner in accordance with the Club's *Member Protection Policy* and *Code of Behaviour* and are responsible for ensuring their guests conduct themselves accordingly.

5. DRESS

At all times while on Club premises, Members and their guests shall be clean and neatly dressed and wearing appropriate footwear in keeping with the activities of the Club.

6. CHILDREN (PERSONS LESS THAN 18 YEARS OLD)

Parents, guardians or adult members bringing children into the Club premises will be held directly responsible for their behaviour, and may be directed to leave the premises by a member of the Executive Committee, House and Social Committee, or the Bar Manager or Authorised Manager if any child is contravening Club rules.

Children must at all times:

- Be under the control of a parent, guardian or responsible adult member of the Club and must conduct themselves in a manner so as not to interfere with the proper functioning of the Club or the quiet enjoyment of the Club by other members and their guests.

- Be kept away from the bar area and only enter areas of the premises as allowed in the provisions of the Liquor Act.
- Refrain from entry onto the greens unless under instruction by a member of the Club.

7. CONDUCT ON GREENS

- 7.1. Every member of The Club, whether playing at home, or competing on another club's greens shall behave in a manner that is not prejudicial to the image or good standing of the Club and in accordance with the Club's *Code of Behaviour*.
- 7.2. To ensure the good conduct of members, the individual members of the Executive or Match Committees have the power to approach a member whose conduct or behaviour is unsatisfactory,
 - To remind that person of their obligations as a Club member, or
 - To request that person vacate the greens or premises, or to take whatever action the Committee member may feel is appropriate to the circumstances.
- 7.3. A full written report of any incident must be submitted to the President and/or Secretary within 24 hours of the event where practicable but no later than 48 hours.
- 7.4. Mobile phones must be turned to silent or vibrate whilst on the banks or green when play is in progress. Permission to use a mobile phone must be sought from the Umpire of the Day.

8. SALE OF LIQUOR

- 8.1 Bar Trading Hours. will be determined by the Executive Committee within the provisions of the Liquor Act and will be displayed in the Club premises.
- 8.2 Liquor shall not be purchased and stored by members or guests for consumption outside the times when the bar is open for trading
- 8.3 Any member or guest who is visibly affected by the consumption of alcohol may be refused service and may be asked to leave the clubhouse
- 8.4 No alcohol or soft drinks are to be brought onto the Club premises or surrounds by any member or guest.

9. SMOKING AND DRUG USE

9.1. SMOKING LIMITATIONS

- 9.1.1. The Leeming Bowls and Recreation Club has clearly 'Designated Smoking Areas' where smoking may take place. In compliance with health regulations, no member or their guests may smoke tobacco products (including artificial or e cigarettes) within the confines of the Club other than in Designated Smoking Areas.

- 9.1.2. This policy enables players coaches, team managers and all other officials to participate in the game of bowls in a smoke-free environment whilst on the green and in the Club.
- 9.1.3. Smoking or carrying cigarettes, electronic smoking devices, or any other smoking product (whether lit or unlit) is prohibited on the Club greens at any time.
- 9.1.4. Smoking is also prohibited in all other areas of the Club surrounds not designated as 'Designated Smoking Areas'.
- 9.1.5. If players wish to smoke in a 'Designated Smoking Area', they must remain at least five (5) metres away from the greens.

9.2. DRUG USE

No illicit or recreational drugs are prohibited anywhere in The Club or on the bowling greens and surrounds.

10. DEATH OF A MEMBER

On the death of a member, a death notice will be placed in the West Australian newspaper on behalf of all members.

11. PROTECTION OF THE GREENS

- 11.1. Use of the Club's greens is limited to Full or Restricted Members and their guests, or players who are on any day visiting the Club as a member of a team that is to contest a pre- arranged Bowls event.
- 11.2. At no time is it permissible to take drinks or food of any kind whatsoever onto the greens except in the case of medical emergency.
- 11.3. Smoking of tobacco products (including artificial or e cigarettes) is not permitted on the greens or within 5 metres of the greens. Smoking is only allowed in the Designated Smoking Areas.
- 11.4. The greens are available for Full and Restricted Members use at any time other than when the greens are closed by the Director of Greens or the Executive Committee.
- 11.5. Greens that are being used for state competitions, regional competitions, pennant competitions, club championships, club events and official practice sessions are not permitted to be used by members for casual use. These competitions will always take precedence over casual use by members, however, other greens not being used for these competitions may be available for casual use.
- 11.6. The greens are not to be used by anyone if water is visible anywhere on the green.
- 11.7. Only flat soled shoes which comply with Bowls Australia policy for foot-wear are to be worn on the greens. Bare feet are allowed in social events.
- 11.8. Players and spectators, whether directly participating in a game or not, are not permitted to sit on the banks.

- 11.9. Guests of members who want to use the greens must always be supervised by a Member to prevent damage to the surface.

12. DUMPING OF BOWLS

Bowls that are delivered from a height that results in 'denting' of the compacted material immediately beneath the green surface is defined as Dumping.

The Club's ***Dumping of Bowls Policy*** will be strictly adhered to. Please see:

- Club Policy
- Bowls WA Field of Play rules (FOPR) 24 - *Player Damaging the Green*.

13. COMPETITION RULES

The Bowls Australia. 'Laws of the Sport of Bowls' (Crystal Mark, 3rd Edition), and the 'Bowls WA Field of Play Rules' shall govern all contests of bowls, unless the Match Committee otherwise decides.

14. CLUB CHAMPIONSHIPS

- 14.1. No member of the Club may play in a Club Championship event unless that person is eligible to play Pennants for the Club. Members competing in Club Competitions and Club Championships must be Full or Life Members and must be financial at the time nominations are accepted.
- 14.2. Entry fees as determined by the Match Committee in conjunction with the Executive Committee must be paid before competing.
- 14.3. Notices inviting entries for championships shall be posted on The Club Notice Board at least fourteen (14) days prior to the date the competition is scheduled to be played, and shall specify the starting times and the date or dates of play. These times and dates must be adhered to and shall not be altered except for reasons beyond the control of the Match Committee.
- 14.4. After the draw has been made, any competitor failing to play at the appointed time shall forfeit that match to the opponent.
- 14.5. The draw for Club competitions is to be carried out by the Match Committee at least two (2) days prior to the commencement of the event in the presence of at least two (2) Match Committee members.
- 14.6. Competitors will be expected to play up to three (3) matches in an event in a single day.
- 14.7. Club members competing in or officiating at Club Championship Events must wear the 'Leeming Bowls and Recreation Club' uniform. Failure to wear Club uniform in Club championship events may result in forfeiture of that event.
- 14.8. Club fixtures will only be altered in extreme circumstances, that is heat or other weather conditions, and will be at the discretion of the relevant Men's and or Women's Director/s of Bowls and their respective Match Committees.

14.9 Points to determine the Men's (Wakelin Medal) and Ladies' (Wyn Hall Medal) Bowlers of the Year will be allocated to players as follows:

Pennants

Pennant Game Played	1 point
Pennant Game Won	1 point
Pennant Game Drawn	½ point

Championships

Enter Event	1 point
Section or Each Round Win	1 point

- 14.10. In the event of a tie, a count back will take place to determine a winner based on the position that each of the tied contestants finished in the singles, pairs, triples, fours and mixed fours Club championships.
- 14.11. A substitute will not be eligible for '*Bowler of the Year Points*', Club Trophies or their name on the Honour Board.
- 14.12. In a Singles Competition, a defeated player must, if requested by the match Committee, mark in the following round.
- 14.13. Sectional Play or Knockout Play will be at the discretion of the Match Committee.
- 14.14. A Plate Competition may be held at the discretion of the Match Committee for players who are defeated in the first round of a knockout competition.
- 14.15. Conditions of Play will be advised on the Nomination Forms for each event.
- 14.16. Singles or Teams drawn first are to play the alignment rounds, if required.
- 14.17. Vacant rinks on greens while being used for Pennant competitions or Club events are not to be used for any other purpose.
- 14.18. Members may use vacant greens not being used for these events but approved (by the greenkeeper) for practice, roll-ups or coaching, providing they wear neat, clean and tidy bowls attire and conduct themselves in a quiet orderly manner.

15. PRIZES AND TROPHIES

- 15.1. Perpetual Trophies and Prize Money for all Championship events will be presented at the Annual Club Trophy Presentation event.
- 15.2. Where possible the donor of the trophy for a competition shall be notified by the Secretary or Director of Sponsorship of the time of play for the final game.
- 15.3. Prize Money for Championship Winners, Runners Up and Plate for both Men's and Ladies is as follows:
- Bowler of the year \$100
 - Singles Winner \$100
 - Singles Runner up \$40
 - All other championship winners \$40 each
 - All other runners up \$20 each

- All plate winners \$20 each
- No prize money for plate runners up

15.4. Prizes on Pennant days:

Complimentary drink vouchers will be awarded to one rink in divisions that qualify in the following categories:

- One rink from the Top three Men's Divisions
- One rink from the Remaining Lower Men's Divisions
- One rink from the Top Two Ladies' Divisions
- One rink from the Remaining Lower Ladies' Division

In order to qualify for the vouchers, the side must win the aggregate in their division **and** their rink must have the highest winning margin.

Players on the rink with the highest winning margin in the division that has the highest winning aggregate score shall be given a **Complimentary Drink Voucher** redeemable at the Club bar for one drink up to the value of \$5.00. Vouchers are non-transferable and cannot be redeemed for cash, but can be used at any time up to expiry date on the voucher.

16. ATTIRE

16.1. Club members competing in or officiating at Pennant and Club Championship Events must wear the 'Leeming Bowls and Recreation Club' uniform. Failure to wear Club uniform in Club championship events may result in forfeiture of that event.

16.2. The Club uniform is:

- Club shirt and Royal Blue pants, shorts, skorts, or skirt.
- If worn, hats must display the regulation Bowls Australia logo.
- Alternatively, Leeming Club hatbands must be attached to white hats without a Bowls Australia Logo.

16.3. Only flat soled shoes which comply with Bowls Australia policy for foot-wear are to be worn on the greens. Bare feet are allowed in social events.

16.4. The Executive Committee may designate the attire to be worn for particular events, including on the surrounding greens.

17. PAYMENT OF PLAYING FEES ON ABANDONMENT OF GAMES

17.1. Players in Pennant competitions will pay a Match Fee for each game as determined by the Executive Committee.

17.2. In the event that games are abandoned due to extreme weather or under instruction from Bowls WA, the following apply to refund of Playing Fees.

If a Pennant game actually starts, which means that a bowl has been played, and for any reason after that the game is cancelled, then pennant match fees **WILL NOT BE REFUNDED**.

If the game is cancelled before a bowl been bowled, then match fees **WILL BE REFUNDED**. Any food that has already been prepared for after the game will be put out for the players to eat. For away teams, refund of Playing Fees may not happen until Managers return to our Club.

18. WINTER AND SOCIAL BOWLS COMPETITIONS

- 18.1. Members competing in Winter Bowls or other Social Bowls competitions (other than Community Bowls) such as Australia Day and Anzac Day must be financial Full, Restricted or Life members of the Club, or financial members of another recognised lawn bowls club.
- 18.2. Non-members may compete in Winter Bowls or other Social Bowls competitions as a guest of a member on a maximum of four occasions before being required to become Full or Restricted members in order to play again.
- 18.3. Entry fees as determined by the Match Committee must be paid before competing in these events.
- 18.4. Only financial Full, Restricted or Life members of the Club are eligible to win the jackpot at the Club Jackpot Pairs.

19. SPECIAL GAMES

Members may not inaugurate any special game or competition without the sanction of the Executive Committee. If sanctioned, such games or competitions shall come entirely under the jurisdiction of the relevant Match Committees.

20. PLAYER PAYMENTS

No player will be paid by the Leeming Bowls and Recreation Club to play bowls for the Leeming Bowls and Recreation Club

21. PRIVATE FUNCTIONS AND CLUB PROPERTY

- 21.1. Members who have been a member of the Club for at least one year may, with the approval of the Executive Committee, hold private family or business functions, with or without a meal, with no limitations as to the number of guests provide such number shall not exceed the combined total of members and guests as stipulated under the Health Act or Liquor Act.
- 21.2. Members wishing to hold private family or business functions must obtain prior approval of the Executive Committee and pay any hiring fee that may from time to time be set by the Executive Committee.
- 21.3. The Club facilities may also be hired out for outside functions provided there is at least one member involved with the function. The total number of guests shall not exceed the numbers as stipulated under the health act or the Liquor License. The hirer must abide by any conditions set by the Executive Committee including security provisions and shall be responsible for the conduct of their guests whilst on the Club premises and clean up after the event.

- 21.4. Where the function is held on a Sunday and bar facilities are required, there will be a \$100.00 surcharge to cover the cost of bar staff.
- 21.5. The Liquor Act prohibits bringing any beverages for storage or consumption onto licenced premises. All drinks must be purchased from the Club's bar.
- 21.6. To use the bar facilities, a Member must be present at the function at all times and will be responsible for payment of the bar tab.
- 21.7. All bookings for the Club facilities will be made with the Bar Manager who will co-ordinate the use of the facilities for Club events, Club social events and hire events.
- 21.8. Members obtaining the use of The Club premises shall be responsible for their guests as provided for in these rules.
- 21.9. Members obtaining the use of the Club premises are responsible for all cleanup and must leave the premises as they were found, including washing dishes and glasses, emptying of rubbish bins and vacuuming of carpets.
- 21.10. If members wish to borrow Club Property, permission must be obtained from the President or Treasurer and such property must be signed for and returned within five (5) days. A deposit or hire charge may be required subject to the nature of the loan.
- 21.11. Club lockers can be hired by financial members for an annual fee set by the Executive Committee. The locker key must be returned once a member leaves The Club or is no longer a financial member.

22. KITCHEN

- 22.1. Members may use the Club's kitchen facilities provided that it is not in use for any other Club function or is in use by other clubs in the Leeming Sports Association
- 22.2. Members using the kitchen facilities must clean all utensils, replace all items used and leave the area in a clean & tidy state.

23. COMMUNICATION POLICY

- 23.1. Communication with members is an important aspect of the management of our Club.
- 23.2. Members must, at all times, comply with the Club's ***Communications Policy***.
- 23.3. The Club webmaster has been appointed as manager of our communication activities in order to provide ownership, accountability and control over material published on our Club's website, our Club's Facebook Page and any related discussion groups or social media websites, such as YouTube or Twitter.
- 23.4. A range of electronic tools may be used to communicate with our members: website, email, SMS and Social Media.
- 23.5. Communication must be timely, appropriate and related to club business.

24. SUBSCRIPTIONS

- 24.1. Membership subscriptions for the coming year will be determined by the Executive Committee at its February meeting.
- 24.2. Fees are due and payable in advance on April 1st each year. The Treasurer will notify each Member of the amount of annual membership fees to be paid following the determination of fees at the February Executive Meeting.
- 24.3. Members who have not paid their fees by 31st May, or made a payment arrangement with the Club's Treasurer, will be deemed to have resigned their membership.
- 24.4. New members shall pay subscriptions for the current year pro rata within seven (7) days of acceptance as follows:
 - (a) If accepted between 1 April and 30 June – Full annual subscription.
 - (b) If accepted between 1 July and 30 September – 75% of annual subscription.
 - (c) If accepted between 1 October and 31 December – 50% of annual subscription.
 - (d) If accepted between 1 January and 31 March – 25% of annual subscription.
- 24.5. Any member ceasing to play for the Leeming Bowls and Recreation Club will not have their membership subs returned except on compassionate grounds and at the sole discretion of the Executive Committee.

25. LIMITATION ON NON-MEMBERS

Non-members may attend the Leeming Bowls and Recreation Club as a guest of a member on a maximum of four occasions before being required to apply for membership of the Club in order to attend again.

26. OCCUPATIONAL HEALTH AND SAFETY

The Club and its members must at all times do everything possible to ensure the safety of all members, guests and staff and to comply with the occupational health and safety regulations.

27. AMENDMENTS TO BY-LAWS

- 27.1. All motions and amendments to motions to vary the By-Laws shall be debated and determined by the Executive.
- 27.2. Any repeal or amendment of or addition to these By-Laws shall be notified to members by email and notice on The Club Notice Board.

28. REGISTER OF MEMBERS

- 28.1. The Secretary or a person authorised by the Executive Committee from time to time shall maintain a register of Members (Register) in accordance with the Associations Incorporation Act 2015.
- 28.2. Members may make a request in writing for a copy of the Register.

- 28.3 The Executive Committee ***shall*** require a Member who requests a copy of the Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose relates to the affairs of the Club.
- 28.4 The Club may deny a Members' request for a copy of the Register.