



# **BY-LAWS**

of

# **Mount Lawley Bowling Club Inc**

**June 2021**

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**1. Introduction**

- (a) The following By-Laws were made and amended by the Committee of Management and come into effect from 01/06/2021 in substitution for and in place of all previous By-Laws which are hereby repealed:
- (b) These By-Laws should be read in conjunction with the Constitution of the Club

**2. Dress and Behaviour**

- (a) Members, Guests and Visitors shall observe all requirements of the Club as to standards of dress and behaviour, which do not give offence to other members.
- (b) These requirements shall be as approved by the Committee of Management, whether displayed in the Club or not.

**3. Restricted Behaviour**

A Member shall not:

- (a) circularise other members within the precincts of the Club on any matter without prior approval of the Committee of Management;
- (b) sell or endeavour to sell tickets for any raffle or entertainment without prior approval of the Committee of Management, manager or secretary of the Club;
- (c) display any advertisement or notice within the club for which prior approval has not been obtained from the Committee of Management, manager or secretary;
- (d) smoke within any area of the Clubhouse where signs are displayed indicating that smoking is not permitted;

**4. Conduct**

- (a) Members are required to conduct themselves in a manner that reflects the good standing of the Mount Lawley Bowling Club, including when attending other bowling clubs.
- (b) A member of the Committee of Management or Team Manager has the power to approach a member whose conduct or behaviour is unsatisfactory and to take whatever action they may feel is appropriate. A full written report of the incident must be submitted to the President and/or Secretary within 24 hours of the event.
- (c) A member of the staff has the power to approach a member whose conduct or behaviour is unsatisfactory and to take whatever action they may feel is appropriate. A full written report of the incident must be submitted to the President and/or Secretary within 24 hours of the event
- (d) Members are also required to conform to The Code of Conduct as detailed in Section 28

**5. Children**

Children must at all times:

- (a) be under the control of a parent, guardian or responsible adult member of the Club;
- (b) conduct themselves in a manner so as not to interfere with the proper functioning of the Club;

(c) refrain from entry onto the greens unless under instruction by a member of the Club;

Parents, guardians or adult members bringing children onto Club premises will be held responsible for their behaviour and may be directed to leave the premises by a member of the Committee of Management or the Bar staff if any child is contravening Clause 5(a), (b) or (c) above.

## 6. Facilities

### (a) Kitchen

The bowls section or any member may use the facility offered provided:

- (i) a member wishing to use kitchen for the preparation of food must have completed a COVID hygiene course (or other designated course mandated by the WA Health department) and follow any specific conditions related to COVID;
- (ii) the facility has not been set aside for use at specific times at which time other members may use the facility but only with the expressed permission of the specified user;
- (iii) whomever uses these facilities MUST clean all utensils, replace all items used and leave the area in a clean and tidy state;
- (iv) any section or member failing to comply with Clause 6 (a)(ii) above shall be denied the further use thereof for such period as deemed by the Committee of Management;
- (v) application for member use of the facilities must be made to the secretary or manager of the Club;

### (b) Toilets and Locker Rooms

Members are requested to give all possible assistance in maintaining the cleanliness of these facilities.

## 7. Bowling Greens

### (a) Drinks on Greens

At no time is it permissible to take alcoholic drinks of any kind onto the Greens, except in the case of medical emergency. Under the Act, alcohol is only permitted in the Club house or on the brick paved areas surrounding the Club House.

All non-alcoholic beverages are not permitted to be taken onto the Greens, except in the case of a medical emergency.

### (b) General

- (i) the bowls section of the club shall have exclusive use of sufficient greens to conduct Pennant and Club competitions and official practice;
- (ii) official practice times are to be approved by the Club Captains (Men and Ladies) and advertised on the appropriate noticeboard and in any case will not take precedence over Pennant or Club competition;

- (iii) The Club Manager must be advised by the bowls section of the club of planned greens use so that function bookings can be monitored and adjusted where necessary;
- (iv) the bowls section shall have the use of sufficient Club facilities i.e., kitchen, hall or bar to service the needs appropriate for any competition;
- (v) greens are under the control of the Greens Chairperson or nominated Delegate. No play shall be permitted when the greens have been closed;
- (vi) All instructions for direction of play, use of rinks and/or rink marks given by the Greens Chairperson or nominated Delegate must be observed;
- (vii) all Club equipment used is to be returned to safe storage after use;

#### **8. Private Functions or Events**

Members may, with the approval of the Committee of Management, hold private family or business functions or events with or without a meal, with no limitation as to the number of guests providing that number shall not exceed the combined total of members and guests as stipulated under the Health Act.

Members wishing to avail themselves of this opportunity must obtain prior approval of the Committee of Management and abide by any conditions set by the Committee. Members obtaining approval shall be responsible for the conduct of their guests while on Club premises.

#### **9. Sale of Liquor**

(a) Bar Trading Hours

As determined by the Committee of Management and within the provisions of "The Act";

(b) Consumption of Liquor

Liquor shall be served in accordance with "The Act"

#### **10. Drinking**

No alcohol is to be consumed behind the bar or in the kitchen by paid or volunteer staff whilst rostered on duty.

#### **11. Gambling**

No gambling shall be allowed on The Club premises other than that permitted under The Gambling Commission Act and The Liquor Act.

#### **12. Smoking**

(a) in compliance with Health Regulations & Local Government owned properties & By-Laws as amended, no member, guest or visitor shall smoke tobacco products within the confines of the Club House or the bowling greens;

(b) The Club implemented a Non-Smoking Policy on 1 March 2018. The Policy document can be found on the Club Website.

- (c) smoking is confined to the signed designated smoking areas and banned within 5 metres of access points to the premises such as doors, windows, air conditioning vents/ducts, and other areas designated as no smoking by signage;
- (d) Members shall be responsible to ensure that this by-law is adhered to.;
- (e) No illicit or recreational drugs shall be allowed anywhere, either in the clubhouse or the bowling green and surrounds;

### **13. Parking**

- (a) Vehicles are not permitted in areas of the Club not specifically designed for parking;
- (b) Parking spaces marked with a sign indicating the space is reserved for specified persons are not to be used by other than the persons for whom the space has been reserved;
- (c) Loading areas are for use of deliveries to the Club and are not being obstructed;
- (d) The Club will provide Reserved Parking Bays for the following:
  - Club President
  - Club Vice President
  - Club Treasurer
  - Club Captain Men
  - Club Captain Ladies
  - Secretary
  - Manager
  - Bar Manager
  - Bar Staff

And, on specific occasions will allocate reserved parking to visiting dignitaries and sponsors, as the Committee of Management shall decide.

### **14. Personal Property**

Members, Visitors, Guests and Employees are expected to take care of all personal property, and the Club shall not be under any responsibility for loss, theft or damage of any article left within the Club boundaries. Members are advised to arrange their own insurance and not to leave property unattended. Valuables should be locked away.

### **15. Damage to Property**

Members are to report any damage to Club property to the secretary or manager. Any Member found guilty of damage may be liable for the repair or renewal of it.

### **16. Restrictions of Entry**

No Member or Visitor shall, except in furtherance of the business or management of the Club, and with the consent of the committee of management, secretary or manager enter the kitchen, office, bar or storage area of the Club.

### **17. Trading Hours**

Must be strictly observed at all times and members and visitors must vacate the premises at the stated closing times.

## **18. OH&S**

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.

## **19. Club Colours and Insignia**

The official colours of the club shall be blue and gold with the insignia of the club in appropriate colours.

## **20. Life Members**

When assessing the worthiness of a member for Life Membership of the Club, the Committee of Management should take the following guide lines into consideration:

- a) Must have been a member of the Mount Lawley Bowling Club for a minimum period of ten years.
- b) Must have consistently performed their duties and functions at a level greater than generally expected, without seeking recognition or reward for same.
- c) Will have an unblemished record, and serve as a role model for others, putting the welfare of the Club above personal ambition, disappointments, likes and dislikes.

Any eligible Club member putting forward the name of another member for life membership should present their nomination together with a "history" of the nominated person, and preferably with details of this person's membership on committees, achievements and activities performed over the years. Such nomination would then go before the Committee of Management

## **21. Duties and Responsibilities of Standing Committees**

### **(a) Greens**

The Greens Chairperson, appointed by the Committee of Management shall liaise with the Vice President and report on activities within the Club to ensure that the greens are maintained at a satisfactory standard for Pennant and Club play.

The duties of the Greens Chairperson are

- (i) to work in close co-operation the Committee of Management;
- (ii) ensure greens equipment is maintained in good order and adheres to all safe working practises in the use of machinery, fuels and chemicals.
- (iii) ensure all orders or purchases are brought to account on statements as required by the Committee of Management;
- (iv) to liaise with all Selection and Match Committee Chairpersons to determine their greens requirements to enable allocation of greens for Pennant, Club Championship, Bowls WA sanctioned events, Winter Bowls and Club sponsored tournaments;
- (v) to oversee renovation work as required;

### **(b) Grounds**

The Grounds Chairperson, appointed by the Committee of Management shall liaise with the Vice President and report on activities within the Club to meet and maintain well-designed and stylish grounds.

The duties of the Grounds Chairperson are

- (i) maintain the grounds of the Club and the surrounds of the greens, including the banks and gardens adjacent thereto, in association with available volunteer labour;
- (ii) to arrange the pruning of all the roses at the correct time of the year;
- (iii) maintain any "greens furniture" in sound, safe and well-presented condition;
- (iv) To replace shades at the beginning of each season and in consultation with the greenkeeper to remove same at the end of each season;
- (v) The Grounds Chairperson will also be available to assist the Greens Chairperson in renovation work as required;

(c) Match

The Match Chairperson appointed by the Committee of Management shall liaise with the Vice President and report on activities within the Club.

The duties of the Match Chairperson are;

- (i) In collaboration with the Committee of Management seek Club Members to assist with the organisation and running of all bowling events conducted at the club
- (ii) To draw up the respective competition programmes for the forthcoming season for consideration by the Committee of Management including playing dates for
  - Club Championship games;
  - Open and Sponsored events and Gala Days for inclusion in the Bowls WA fixture book;
  - Winter Bowls competitions;
  - Any other events as required by Bowls WA;
- (iii) To plan and control all organised games (including times to play) other than pennants and to determine trophies and prizes when appropriate. The value of prizes for Championship and Club events are to be confirmed by the Committee of management

(d) Selection

Nomination and election of the Selection Committees are covered in the Constitution at Clause 14.1.

(i) Ladies Selection Committee

1. The Ladies' Selection Committee shall comprise the Captain Ladies' Bowls and two (2) Selectors who shall be elected by a ballot of Ladies' Ordinary Members in the ordinary manner.
2. Selectors shall serve in that position for two (2) years and be elected singularly in alternate years to ensure continuity. A person elected as a Selector shall be eligible to hold any other Committee of Management position in the Club



3. The Chairperson of the Selection Committee, shall liaise with the Vice President and report on activities within the Club
4. Before the commencement of the season the Committee will notify the Vice President the number of sides which the Club can support during the coming season. It will grade players according to ability and allocate them to the teams decided upon, endeavouring to achieve compatibility within teams

The duties of the Committee are;

- a. Liaise with the Grounds Chairperson on the greens required for pennant fixtures.
- b. On or before pennant days ensure:
  - Teams are entered into Bowls WA portal site BowlsLink;
  - Team Managers have a Bowls WA Pennant Results sheet for each home side;
  - Team Managers have a score card for every team;
  - Umpires as required, with names to be shown on notice board;
- c. At the end of each pennant day check the return of necessary records;
- d. Ensure the Team Manager retains a signed copy of the completed WA Pennant Result sheet for each pennant game played
- e. Ensure Pennant results are entered into Bowls WA portal site BowlsLink;
- f. Maintain a record of performance of each of the following:
  - Team
  - Division
- g. Select a team side or sides to represent the Club at any Invitation Event.

(ii) Men's Selection Committees

1. The Men's Selection Committee shall comprise the Captain Men's Bowls and two (2) Selectors who shall be elected by a ballot of Male Ordinary Members in the ordinary manner.
2. Selectors shall serve in that position for two (2) years and be elected singularly in alternate years to ensure continuity. A person elected as a Selector shall be eligible to hold any other Committee of Management position in the Club
3. The Chairperson of the Selection Committee, shall liaise with the Vice President and report on activities within the Club
4. Before the commencement of the season the Committee will notify the Vice President the number of sides which the Club can support during the coming season. It will grade players according to ability and allocate them to the teams decided upon, endeavouring to achieve compatibility within teams

The duties of the Committee are;

- a. Liaise with the Greens Chairperson on the greens required for pennant fixtures;

- b. On or before pennant days ensure:
    - Teams are entered into Bowls WA portal site BowlsLink;
    - Team Managers have a Bowls WA Pennant Results sheet for each home side;
    - Team Managers have a score card for every team;
    - Umpires as required, with names to be shown on notice board;
  - c. At the end of each pennant day check the return of necessary records;
  - d. Ensure the Team Manager retains a signed copy of the completed WA Pennant Result sheet for each pennant game played
  - e. Ensure Pennant results are entered into Bowls WA portal site BowlsLink;
  - f. Maintain a record of performance of each of the following:
    - Team
    - Division
  - g. Select a team side or sides to represent the Club at any Invitation Event.
- (e) Co-opting Additional Selectors
- The elected selectors may nominate to the Committee of Management, the names of eligible members to assist in the selection of teams not represented by elected selectors. The Committee of Management shall select two of those members who shall assist the elected selectors for the forthcoming season. Co-opted selectors will be appointed on endorsement by the Committee of Management.
- (f) Dysfunctional Selection Committee
- The Committee of Management shall intervene where it concludes a selection committee has or will become dysfunctional and therefore unable to perform its duties. The Committee of Management has the right to remove elected members from a selection committee and appoint Ordinary or Life members of the club to fill the position of the selector or selectors that have been removed.
- The President will advise any selector removed or appointed in writing.

## **22. Captain Men's Bowls**

The Captain Men's Bowls shall work closely with the Vice President and share responsibility for the administration of Men's Bowls events within the Club. The position is required to maintain a close liaison with the Captain Ladies Bowls for mixed events, the Greens Chairperson for greens availability and the Club Manager for supporting social needs.

Specific responsibilities shall be:

- (a) attend Committee of Management meetings;
- (b) ensure the early formation of a bowls program for the year and submit the program to the Committee of Management for endorsement;
- (c) liaise with the Greens Chairperson on greens availability for the program and the Captain of Ladies Bowls for inclusion of mixed bowls events;

- (d) oversee the roles of match organisation and conduct in conformity with the general policy and practice of the Club;
- (e) liaise with the Vice President and Captain Ladies Bowls to recommend all game entry fees for ratification by Committee of Management;
- (f) oversee the collection and dispersion of match fees, to ensure that all monies received and expended are promptly brought to account on statements as required by the Committee of Management;
- (g) on abandoned games adjudicate on prize and fees distribution or return to players;
- (h) have umpires appointed for all pennant, open events and Club Championships, and encourage bowlers to undertake Umpire Accreditation Courses;
- (i) encourage recruiting of new members and foster their introduction to the Club and competitions;
- (j) receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Committee of Management;
- (k) assist the Match Chairperson, when called upon to organise any Men's competitions.

### **23. Captain Ladies Bowls**

The Captain Ladies Bowls shall work closely with the Vice President and share responsibility for the administration of Ladies Bowls events within the Club. The position is required to maintain a close liaison with the Captain Men's Bowls for mixed events, the Greens Chairperson for greens availability and the Club Manager for supporting social needs.

Specific responsibilities shall be:

- (a) attend Committee of Management meetings;
- (b) ensure the early formation of a bowls program for the year and submit the program to the Committee of Management for endorsement;
- (c) liaise with the Greens Chairperson on greens availability for the program and the Captain of Men's Bowls for inclusion of mixed bowls events;
- (d) oversee the roles of match organisation and conduct in conformity with the general policy and practice of the Club;
- (e) liaise with the Vice President and Captain Men's Bowls to recommend all game entry fees for ratification by Committee of Management;
- (f) oversee the collection and dispersion of match fees, to ensure that all monies received and expended are promptly brought to account on statements as required by the Committee of Management;
- (g) on abandoned games adjudicate on prize and fees distribution or return to players;
- (h) have umpires appointed for all pennant, open events and Club Championships, and encourage bowlers to undertake Umpire Accreditation Courses;
- (i) encourage recruiting of new members and foster their introduction to the Club and competitions;

- (j) receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Committee of Management Committee;
- (k) assist the Match Chairperson, when called upon to organise any Ladies competitions;

#### **24. Coaches, Umpires and Measurers**

Coaches, Umpires and Measurers shall be appointed annually by the Committee of Management for the entirety of their accreditation. Members so appointed must be qualified by completing successfully the relevant Bowls Australia course.

#### **25. General Committees**

The Committee of Management may appoint financial members of the Club and/or paid employees to form committees and/or sub-committees as required to manage and further the activities of the club.

All committees and/or sub-committees shall report through nominated Committee of Management members to the Committee of Management.

#### **26. Committee of Management Meeting Minutes**

Minutes of Committee of Management monthly meetings shall be placed on the Notice Board at the Club, forwarded electronically to all financial members with an email account and retained in electronic format on the Club's computer network.

A hardcopy of Minutes signed by the President shall be kept in appropriately labelled binders for inspection by the Club's Auditor and Club members as required.

#### **27. Alteration of By-Laws**

The Committee of Management may make alterations to these By-Laws at any time subject to notice of alteration being placed on the Club's Notice Board.

#### **28. Forms**

- (a) Membership Application
- (b) Nomination for Office
- (c) AGM Agenda
- (d) Code of Conduct