



**By-Laws of  
The Hills District  
Women's Bowling Club**

**Adopted: 7 May 2019**

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## **1. INTRODUCTION AND DEFINITIONS**

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- 1.1 In pursuance of the powers conferred on it by Rule 36 of the Constitution of the Hills District Women's Bowling Club, the Management Committee makes the following By-Laws for the regulation of the business and affairs of the Club.

For the purposes of these By-Laws, meanings shall apply to words and expressions and capitalised terms used but not separately defined in these By-Laws as specified in the interpretation provisions of the Constitution, unless the context otherwise requires or as defined below:

## **2. MEMBERS' SUBSCRIPTIONS**

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- 2.1 Having paid the annual subscription to the Club Limited members shall pay all commitments due to WBNSW and the Mitchell District, if any.
- 2.2 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.

Notwithstanding any other provision of this By-Law, in the event of any inconsistency between any Member Club Constitution and the Registered Club Constitution under which that Member Club belongs, the provision of the Registered Club Constitution will prevail to the extent of any such inconsistency.

## **3. DUTIES OF MANAGEMENT COMMITTEE MEMBERS**

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- 3.1 The Management Committee is responsible for implementing relevant guidelines, policies, and procedures of WBNSW.
- 3.2 President shall be an ex-officio member of all Committees except for the Selection Committee when selection is taking place.
- 3.3 Secretary shall:
- (a) keep accurate minutes of all proceedings at meetings of the Club;
  - (b) receive all moneys due to the Club and open all correspondence;
  - (c) keep a register of Members including dates of birth;
  - (d) furnish a report of the Club's activities for the Annual Report;
  - (e) arrange for a copy of the Annual Report and Financial Statement to be issued to each financial Member of the Club and to the Club Limited;
  - (f) notify Members per medium of the notice board of matters of which notification is necessary arising from Management Committee Meetings, including 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 WBNSW;
- (j) receive clearances and deal with same in accordance with instructions set down from time to time by WBNSW; and
- (k) carry out any additional duties as listed in the Club Constitution.

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.

#### 3.4 Treasurer

- (a) Where a Club processes all income through the Club Limited the Treasurer shall:
  - (i) receive and deal with the day to day finances of the Club in accordance with the direction of the Club Limited; and
  - (ii) furnish to each Management Committee Meeting and each General Meeting a report of the day to day finances of the club, such as green fees and raffles etc. They 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 as per Cash Handling Policy.
- (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 or the Club Limited directs as per the Cash Handling Policy; and
  - (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 Meeting and furnish a properly audited Statement of Receipts and Expenditure to accompany the Annual Report.

#### 3.5 The Delegate to the District shall:

- (a) attend meetings of the Club's relevant 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; and
- (c) when required vote on their own initiative.

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

### 3.6 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 Management Committee called for that purpose. The elected Member Player 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.

## 4. **COMMITTEES**

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### 4.1 Match Committee

- (a) The Match Committee shall consist of no more than 5 members, who must all be Member Players.
- (b) The Match Committee shall, when requested by the Management Committee:
  - (i) arrange Club fixtures for the season, subject to the approval of the Management Committee;
  - (ii) attend to District and State fixtures;
  - (iii) after selection, attend to pennant cards and supervise the draw for rinks and opposing teams by managers;
  - (iv) arrange for markers to be available for singles championships as required; and
  - (v) arrange lists for Inter-club games and special days.
- (c) The Chair of the Match Committee shall be responsible for submitting results of Club championships and competitions to the newspapers for publishing.

### 4.2 Selection Committee

- (a) The Selection Committee shall consist of no more than 5 members, who must all be Member Players.
- (b) The Selection Committee shall, when requested by the Management Committee:
  - (i) select teams for social play on ordinary days and fill in cards for same;
  - (ii) select sides for pennant play in accordance with direction from the Management Committee on the number of sides to be selected; and

- (iii) present pennant sides to the Management Committee for information.

#### 4.3 Social Committee

- (a) The Social Committee shall consist of no more than 8 members, who must all be Member Players.
  - (b) The Social Committee shall, under the direction of the Management Committee:
    - (i) manage all catering arrangements for social and pennant play; and
- roster Members to help with catering on special days.

### 5. **GENERAL**

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- 5.1 The Club may decide to combine the Selection and Match Committees into one Committee if it sees fit. However, if the Management Committee does so, such Selection and Match Committee shall have no more than 5 members, who must all be Member Players.
- 5.2 The Management Committee may appoint
  - (a) a Communications Officer
  - (b) a Welfare Officer; and
  - (c) any other non-management committee it sees fit.
- 5.3 No member shall hold more than one Management Committee or Committee position simultaneously except for the Delegate.
- 5.4 The Management Committee has the power to appoint a Chair of any Committee should such Committee fail to elect its Chair within fourteen (14) days of its election.
- 5.5 At any one time, there may not be more than two Vice Presidents of the Club.

### 6. **COMMUNICATIONS OFFICER**

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- 6.1 If appointed, the Communications Officer shall:
    - (a) attend to all communications as directed by the Management Committee and shall be the only Member authorised to submit articles to "Bowls Matters" and "Roll Up" (e-news); and
- submit a duplicate copy of anything submitted for the above, to the Secretary to be countersigned.

## **7. LIFE MEMBERS**

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- 7.1 Any person who has rendered significant service to the Club may be nominated by two (2) members of the Club and on receiving the vote of at least three-quarters of the members present at a General or Special meeting (due notice of which has been given to the members in the notice convening any such meeting), be elected a Life Member of the Club.
- 7.2 Life Members shall be entitled to all the privileges of a Member but without being liable for Annual Subscriptions to the Club.
- 7.3 The number of Life Members of the Club at any one time shall be limited to two (2). Not more than one (1) Life Member can be elected in any one (1) year.
- 7.4 If a Life Member has been inactive with the Club for a period of three (3) years or more, their membership with WBNSW and their Club Membership may be discontinued until such time that member returns to active participation with the Club.

## **8. BANK ACCOUNT**

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- 8.1 Where a club has its own bank account all cheques shall be signed by any two (2) of the following officers of the Club:
- (a) the President,
  - (b) Secretary; or
  - (c) Treasurer,
- unless otherwise directed by the Club Limited.

## **9. APPROACH**

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- (a) Only the Chair of Match or the President shall approach the Greenkeeper on any matter concerning the greens, unless this authority has been delegated by either of them to any other members for the day.
- (b) Only members of the Management Committee shall approach the Club Limited on any matter concerning the Club, unless this authority has been delegated by these members to any other members for the day.

## **10. DISPUTES AND OBJECTIONS**

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Any grievances, disputes, objections, and appeals shall be dealt with in accordance with the procedures detailed in the Club Constitution, WBNSW Constitution and WBNSW By-Laws.

## **11. REPRIMANDS, RESIGNATIONS, SUSPENSIONS, AND EXPULSIONS**

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As per Rule 13 of the Club Constitution, Members are to be disciplined in accordance with the procedures as set out in the WBNSW Constitution and By-Laws. No Member shall be sanctioned other than in accordance with Rule 13 and the processes to which it refers.

## **12. LAWS OF THE SPORT OF BOWLS AND CONDITIONS OF PLAY FOR STATE CHAMPIONSHIPS AND EVENTS**

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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 and shall apply to the Club always. Refer to WBNSW website for current Conditions of Play which is accessible at:

<http://www.womensbowlsnsw.org/Events/Match-Event-Information/Conditions-of-Play>

## **13. UNIFORM**

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- 13.1 The uniform for play shall be as set down in the WBNSW Dress Policy. Refer to WBNSW website for current policy.

<http://www.womensbowlsnsw.org/Members-Resources/Policies>

The Club must ensure the WBNSW office has the current club uniform registered and on file. New Club uniforms are subject to prior approval from WBNSW.

## **14. SMOKING ON THE GREEN**

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- (a) By-Law 18.4 of the Club Limited is to be applied at all times.
- (b) No Member Player, official or anyone else is permitted to smoke on the green during the progress of a game. Refer to the BA and WBNSW website for current smoke-free greens & surrounds policy.

<http://www.womensbowlsnsw.org/Members-Resources/Policies>

## **15. POLICIES, PROCEDURES, AND GUIDELINES**

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The Club must ensure it is kept up to date and aware of the policies and guidelines as authorised by WBNSW. Current policies and guidelines are accessible at <http://www.womensbowlsnsw.org/Members-Resources/Policies>