



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

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1. INTRODUCTION AND DEFINITIONS

- 1.1** In pursuance of the powers conferred on it by Rule 22 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 Sub-Club.
- 1.2** 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

- 2.1** Having paid the annual subscription to the Registered Club, the Registered Club shall pay all commitments due to Bowls NSW and Metro North West Region (known as Region), if any.
- 2.2** Notwithstanding any other provision of this By-Law, in the event of any inconsistency between any Sub-Club Constitution and the Registered Club Constitution under which that Sub-Club belongs, the provision of the Registered Club Constitution will prevail to the extent of any such inconsistency.

3. DUTIES OF MANAGEMENT COMMITTEE MEMBERS

- 3.1** The Management Committee is responsible for implementing relevant guidelines, policies, and procedures of Bowls NSW.
- 3.2** The **President** shall be an ex-officio member of all Committees except for the Selection Committee when selection is taking place.
- 3.3** **Vice President 1** shall assist with weekly raffles, handle uniform orders, sales and stock levels, and assist other Management Committee members where necessary.
- 3.4** **Vice President 2** shall assist with Carnivals and Special Days held at the Sub-Club with the assistance of other Management Committee members where necessary.
- 3.5** **Secretary** shall:
- (a) organize Carnivals and Special Days with the assistance of Vice President 2;
 - (b) keep accurate minutes of all proceedings at meetings of the Sub-Club;
 - (c) open all correspondence;
 - (d) keep an up-to-date register of Members including dates of birth;
 - (e) update and maintain all Sub-Club records on the Secretary's laptop;

- (f) furnish a report of the Sub-Club's activities for the Annual Report;
- (g) arrange for a copy of the Annual Report and Financial Statement to be available for each financial Member of the Sub-Club and the Registered Club;
- (h) inform Members by electronic communication/phone as well as the notice board of relevant matters arising from Management Committee Meetings, including State and Region;
- (i) manage relevant notices placed on the notice board;
- (j) enter all Bowlslink entries for Sub-Club paid events;
- (k) update and maintain Member records on Bowlslink;
- (l) update/provide information for the printing of the Member Diary/Handbook;
- (m) carry out any additional duties as listed in the Sub-Club Constitution; and
- (n) 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.

3.6 Treasurer

- (a) Where a Sub-Club processes some income through the Registered Club, the Treasurer shall receive and deal with the day-to-day finances of the Sub-Club in accordance with the direction of the Registered Club.
- (b) Where a Sub-Club has its own Bank Account, the Treasurer shall:
 - (i) receive all moneys from the day-to-day running of the Sub-Club and deposit the same into the bank account of the Sub-Club; and
 - (ii) keep correct accounts and records on the Treasurer's laptop of the financial affairs of the Sub-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.

3.7 Delegate

A delegate to the Metro North-West Region, Registered Club, Bowls NSW shall be appointed by the Management Committee from the Members of the Committee at their first meeting after the AGM and shall:

- (a) attend meetings of the Metro North-West Region and correctly report to the Management Committee and members on rulings and proceedings at all Regional Meetings;

- (b) vote when, necessary, in accordance with the instructions given by the Management Committee and speak at the Metro North-West Region 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 Metro North-West Region, the Committee may appoint a deputy to act at such meeting.

3.8 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 Sub-Club Constitution.

4. COMMITTEES

4.1 Match/Selection Committee

- (a) The Match/Selection Committee shall consist of no more than 5 members, who must all be Member Players and have been elected by the Members at the AGM.
- (b) The Match/Selection Committee will elect the Chair of Match at their first meeting after the AGM and the Chair of Match will become a member of the Management Committee;
- (c) The Match/Selection Committee shall, when requested by the Management Committee:
 - (i) arrange Sub-Club fixtures for the season, subject to the approval of the Management Committee;
 - (ii) attend to Region and State fixtures;
 - (iii) select teams for social play on ordinary days and fill in cards for same;
 - (iv) arrange for markers to be available for singles championships as required;
 - (v) select sides for pennant play in accordance with direction from the Management Committee on the number of sides to be selected;
 - (vi) present pennant sides to the Management Committee for information;

- (vii) after selection, attend to pennant cards and supervise the draw for rinks and opposing teams by managers; and
- (viii) arrange lists for Inter-club games and special days.

4.2 Social Committee

- (a) the Social Committee shall consist of no more than 8 members, who must all be Member Players who are elected by the Members at the AGM;
- (b) the Social Committee will elect the Chair of the Social Committee at their first meeting after the AGM and the Chair of Social will become a member of the Management Committee;
- (c) the Social Committee shall, when requested by the Management Committee:
 - (i) ensure the room is set up weekly for social or pennant play and ensure that catering has been arranged accordingly; and
 - (ii) maintain a roster of Social Committee Members with their responsibilities.
- (d) the Social Committee is responsible for keeping a regular stocktake of equipment and supplies.

5. GENERAL

5.1 The Management Committee may appoint:

- (a) a Communications Officer responsible for Facebook and a Communications Officer responsible for the website;
- (b) a Welfare Officer; and
- (c) any other non-management committee it sees fit.

5.2 no member shall hold more than one Management Committee or Committee position simultaneously;

5.3 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; and

5.4 at any one time, there may not be more than two Vice Presidents of the Sub-Club.

6. LIFE MEMBERS

6.1 Any person who has rendered significant service to the Registered Club may be nominated by two (2) members of the Sub-Club for proposed life

membership to the Registered Club. This nomination must be sent directly to the Registered Club.

- 6.2** Life membership of the Registered Club will be deemed as life membership of the Sub-Club.
- 6.3** If a Life Member has been inactive with the Registered Club for a prolonged period, procedures for continued life membership will be determined by the Registered Club's Constitution.

7. MERITORIOUS SERVICE AWARD

A Meritorious Service Award may be awarded to a member in recognition of dedication and leadership. A member may be nominated by two (2) members of the Sub-Club for a Meritorious Service Award. The member will have demonstrated distinguished performance of duties that consistently exceeded expectations and which benefited the Sub-Club.

8. BANK ACCOUNT

Where a Sub-Club has its own bank account, all payments shall be authorised by any two (2) of the following officers of the Sub-Club:

- (a) the President,
- (b) Secretary; or
- (c) Treasurer,

unless otherwise directed by the Registered Club.

9. APPROACH

- (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 Registered Club on any matter concerning the Sub-Club, unless this authority has been delegated by these members to any other members for the day.

10. DISPUTES AND OBJECTIONS

Any grievances, disputes, objections, and appeals shall be dealt with in accordance with the procedures detailed in the Sub-Club Constitution, the Sub-Club By-Laws, Bowls NSW Constitution, the Registered Club Constitution and The Hills Club Lawn Bowls Player Code of Conduct.

11. REPRIMANDS, RESIGNATIONS, SUSPENSIONS, AND EXPULSIONS

As per Rule 11 of the Sub-Club Constitution, Members are to be disciplined in accordance with the procedures as set out in The Hills Club Lawn Bowls Player Code of Conduct, Bowls NSW Constitution and By-Laws. No Member shall be sanctioned other than in accordance with Rule 11 and the processes to which it refers. Serious breaches or repeated breaches may be escalated to Bowls NSW or Bowls Australia.

12. 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 Bowls NSW and shall apply to the Sub-Club always.

13. UNIFORM

The uniform for competition play shall be as set down in the Bowls Australia Dress Policy and in accordance with Registered Club's instructions. Refer to the Bowls Australia policy which requires players in pennant and championships to wear apparel featuring the National Merchandise Program (NMP) logo produced by licensed manufacturers.

<https://bowls.com.au/get-involved/national-merchandise-program-policy/guidelines/>

14. SMOKING ON THE GREEN

- (a) By-Law 18.4 of the Registered Club 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 Bowls Australia and Bowls NSW website for current smoke-free greens & surrounds policy.

15. POLICIES, PROCEDURES, AND GUIDELINES

The Sub-Club must ensure it is kept up to date and aware of the policies and guidelines as authorised by Bowls NSW and Bowls Australia.