

BY-LAWS OF LINDFIELD BOWLING CLUB

1. PRELIMINARY

- 1.1. These By-laws are made by the Board of the Club pursuant to the power conferred upon the Board by Rule 108(p) of the Constitution of the Rules of the Club.
- 1.2. The Board may alter or repeal a By-law as it may deem necessary or expedient for the proper conduct and management of the Club.
- 1.3. These By-laws shall come into force and be duly operative upon posting on the Notice Board of the Club.
- 1.4. These By-laws are to be read subject to the Memorandum of Association and Constitution of the Club and in the event of any inconsistency, the Memorandum of Association and Constitution shall prevail.
- 1.5. These By-laws are binding on each member of the Club in the same manner as if each member had subscribed his/her name thereto.
- 1.6. In these By-laws the expression "the Club" means the registered club known as "Lindfield Bowling Club".
- 1.7. A copy of the Memorandum and Association and Constitution of the Club is available for perusal from the Secretary.

2. VOTING PROCEDURE FOR BOARD OF DIRECTORS

- 2.1. The election by ballot of the Board shall be conducted during the Annual General Meeting in the following manner:
 - 2.1.1. Prior to the ballot and at that Meeting those present and entitled to vote shall elect a returning officer to take charge of the ballot and not less than two (2) assistant returning officers who shall also act as scrutineers of the ballot. The returning officer shall supervise the issue of ballot papers, the safe custody of ballot papers returned, the examination of such ballot papers, the counting of votes and shall report the result of the ballot to the Chairperson, the Secretary and to the Meeting.
 - 2.1.2. Ballots shall be taken separately for each position and in the event of a candidate standing for more than one position then upon their election to the most senior position for which they are a candidate they shall cease to be a candidate for election to any other position on the Board.
 - 2.1.3. The decision of the returning officer as to the formality or informality of any vote shall be final.
 - 2.1.4. In the event of an equality of votes in favour of two or more candidates for a particular position or for the last position of a number of the same positions, the returning officer shall draw lots between the candidates having an equality of votes to determine the candidate who shall be declared elected to that position.

3. FUNCTIONS OF SECRETARY

- 3.1. The Secretary of the Club shall perform their duties in accordance with the requirements of the Registered Clubs Act and the Corporations Law.
- 3.2. The Secretary shall carry out all proper duties and instructions which the Chairperson or the Board shall direct.
- 3.3. The Secretary shall convene and attend meetings of the Board and, if requested, of committees, taking minutes of the business transacted thereat and shall enter them in the minute book.
- 3.4. The Secretary shall conduct, keep and produce the correspondence in connection with the Club.
- 3.5. The Secretary shall keep at the Club premises a Register of Members and such other registers as may be required by the Articles of Association of the Club and any applicable laws.
- 3.6. The Secretary shall post on the Notice Board all notices required to be so posted either by the Articles of Association of the Club or these By-laws or as directed by the Chairperson or the Board.
- 3.7. The Secretary shall apply within the time prescribed for such registrations and renewals required by Statute or regulations made thereunder as are necessary for the business and carrying on of the Club.
- 3.8. The Secretary shall generally perform and carry out all the duties pertaining to the office of Secretary for the benefit of the Club and wellbeing of its members.

4. FUNCTIONS OF TREASURER

- 4.1. The Treasurer shall cause to be kept correct accounts and books showing the financial affairs of the Club and the particulars usually shown in books of account of a like nature and shall cause to be paid into such bank or other institution as the Board may from time to time direct to the credit of the Club all monies received and he shall submit a statement of the financial affairs of the Club to the Annual General Meeting in each year such statement having been previously considered by the auditor, and containing such particulars as may be prescribed and prepared in the manner prescribed by or under the Corporations Law. The Treasurer shall also submit to the Board at each monthly meeting a summary of the income and expenditure of the Club and at intervals of not more than three (3) months a statement as prescribed by Section 38 of the Registered Clubs Act.

5. APPOINTMENT OF COMMITTEES

In accordance with Rule 108a of the Constitution the Board may appoint from among its members or members of the Club committees for any purpose whatsoever and to delegate such powers as the Board may determine and to revoke or alter any such appointment or delegation from time to time. A quorum of a committee shall consist of a majority of members of such committee.

5.1. BOWLS COMMITTEE

The Bowls Committee shall effectively control and administer all bowls activities. These activities include:

- Club Competitions
- Social Bowls
- Carnivals
- Coaching
- Conditions of Play
- Match dispute resolution
- Managing umpires
- Rostering Controlling Body
- Recruitment of new bowling members

The Joint Bowls Committee shall comprise

- Bowls Secretary Men's Bowling Club (ex officio)
- Five bowling members including a minimum of two men and two women

The Board shall appoint the Bowls Secretary

The Bowls Committee shall elect a Chairperson at its first meeting.

5.2. REPRESENTATIVE SELECTORS' COMMITTEE

The Representative Selectors' Committee shall select bowling members to represent the Club in inter-club events.

The Committee will comprise the Bowls Secretary ex officio and four bowling members (two men and two women) elected at the Annual General Meeting.

5.3. GREENS AND PROPERTY COMMITTEE

5.3.1. The function of the Greens and Property Committee shall be:

5.3.2. Ensure the preparation and condition of the greens, green equipment and services are

5.3.3. maintained to best attainable standard.

5.3.4. Determine the usage of greens in the event of inclement weather or renovation or

5.3.5. damage to green surface.

5.4. HOUSE AND CATERING COMMITTEE

5.4.1. The function of the House and Catering Committee shall be:

5.4.2. Determine hours of bar trading and duty hours of employed staff.

5.4.3. Determine bar prices and control the general running of the bar and catering functions

5.4.4. and adequate stock control.

5.4.5. Control the purchasing of all merchandise for sale or consumption on Club premises.

5.4.6. Ensure the integrity and cleanliness of all Club equipment, furniture and facilities.

5.4.7. Ensure members and guests comply with legal requirements governing Registered Clubs.

6. TRADING HOURS

6.1. The Board shall determine the trading hours of the Club and may alter the hours from time to time.

6.2. No variation of trading hours shall be permitted unless approved by the Secretary or in the Secretary's absence the Chairperson or such other person to whom the Board may delegate such authority.

6.3. Members and guests shall vacate the Club premises as soon as practicable after trading ceases but in any event within thirty (30) minutes after trading ceases.

6.4. No liquor will be made available after hours set out above.

7. GREENS. AND GREEN FEES

7.1. It is the intention of the Board that all members of the Registered Club who participate in the game of bowls shall have fair and reasonable use of the greens and that maximum use should be made of the greens, keeping in mind the need to maintain the greens in first class condition.

7.2. The hours of play and roll-up shall be determined by the Greens Committee.

7.3. A green fee as determined by the Board shall apply to all users of the greens on all occasions except where the Board determines otherwise.

8. . STAFF

8.1. Unless authorised by the Board, no member other than a Director shall reprimand any employee or direct any employee in his/her duties.

8.2. Any complaint against an employee shall be made to the Secretary, or in his/her absence to a member of the Board.

9. LOCKERS

9.1. Members shall be given the use of lockers, as available.

9.2. Lockers shall be allocated to members in order of receipt of application for a locker

9.3. Neither the Club nor its officers shall be liable for any loss or damage to bowls or any other property left by members in lockers or in any other part of the Club premises.

10. DONATIONS, RAFFLES, PAMPHLETS ETC.

10.1. No person shall solicit donations or offer raffle tickets for sale on the Club premises prior approval of the Secretary or the Chairperson or in the absence of both of those persons the duty Director or duty person.

10.2. No pamphlet notice or other material will be displayed or exhibited in or upon the club premises without the prior approval of the Secretary or the Chairperson or in the absence of both of those persons, the duty Director or person.

11. SUGGESTIONS / COMMENTS

11.1. The Board welcomes constructive suggestions to improve the operation of the Club

11.2. All suggestions or complaints should be in writing and delivered to the Secretary.

11.3. The Secretary shall raise at the next Board meeting any notice received in accordance with By-law 11.2