



# **MANNING MEMORIAL BOWLING CLUB (INC)**

## **BYLAWS 2020**

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# BYLAWS

- A. There shall be one set of Bylaws for both men's and women's bowls.
- B. *Bylaws* are based on the *constitution*, and the *constitution* is enacted through the *bylaws*. Whereas, the constitution contains the purposes, aims and overall philosophy that The Club aims to serve, the bylaws, contain detailed rules, such as membership selection requirements or committee powers and duties.
- C. Bylaws and Policies are to be reviewed as required or at least every two (2) years.

## 1. GOVERNING STRUCTURE

The Manning Memorial Bowling 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:

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

### 2.1. PRESIDENT

Role is to Chair the Executive Meetings, Finance Meetings, and attend functions whenever available. Contribute to the forward planning, review of events and management of the club whilst maintaining the confidentiality of the meetings. The President will be Ex-Officio on all club meetings and should be made aware of all meetings by the personnel involved.

### 2.2. VICE PRESIDENT

Role is to deputise at Executive Meetings, Finance Meetings and attend functions whenever the President is unavailable. To attend Executive Committee and Finance meetings, contribute to the forward planning, review of events, and management of The Club whilst maintaining the confidentiality of the meetings.

### 2.3. TREASURER

Role is to investigate, record, supervise, and report all incomes and expenses of The Club and in conjunction with the Finance Committee control the assets and expenditure of The Club's resources. To attend Executive Committee meetings and contribute to the forward planning, review of events and management of The Club whilst maintaining the confidentiality of the meetings

### 2.4. SECRETARY

Role is to investigate, record, supervise, and report all administrative issues of The Club and in conjunction with the President control the Agenda/Minutes of The Club. To attend Executive and Financial Committee meetings and contribute to the forward planning, review of events and management of The Club whilst maintaining the confidentiality of the meetings.

### **3. ROLE OF STANDING COMMITTEES:**

Standing committees include Match, Grounds, Bar, House, and Entertainment Committees. *Ad hoc* committees can be created by the Executive committee as the need arises.

#### **3.1. Ladies' and Men's Club Captain, in conjunction with the relevant Match Committee, will**

- a. Oversee all bowls competitions conducted at The Club.
- b. Delegate organisation to a Sub-committee but remain accountable.

#### **3.2. Grounds Committee will**

- a. Maintain the grounds of The Club, lawns, verges and gardens in such condition so as to enhance the greens and Club premises.
- b. Maintain the furniture on the greens and protect this furniture when not in use.
- c. Assist the greenkeeper in renovation work as required.

#### **3.3. Bar Committee will**

Collaborate and provide support for bar employees in providing a satisfactory level of service to Club members.

#### **3.4. House Committee will**

*Ensure that all Club property inside The Club premises is properly maintained.*

#### **3.5. Entertainment Committee will**

Organise and arrange all Club social functions and fund raising (other than a specific Club project) within The Club to meet the social need of members.

### **4. MEMBERSHIP**

Members of The Club shall be persons elected to categories of membership set out in the Club's Constitution. The Executive Committee will have the power to create additional or change existing membership categories as the need arises, provided that such categories are consistent with all regulatory authorities that govern the operations of The Club.

### **5. CLUB COMPETITIONS**

**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.

### **6. CLUB CHAMPIONSHIPS**

- 6.1. Members competing in Club Competitions and Club Championships must be Ordinary or Life Members and must be financial at the time nominations are accepted. Entry fees must be paid before competing.
- 6.2. 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.
- 6.3 After the draw has been made, any competitor failing to play at the appointed time shall forfeit

that match to the opponent.

- 6.4. However, competitors may, by mutual agreement, play their match before the appointed time but not prior to the start of the event, subject to the availability of a rink and acceptable to all parties and the Match Committee. Such competitors must make all arrangements for that game, e.g. umpires, markers, greenkeeper.
- 6.5. The draw for Club competitions is to be carried out at The Club two (2) days prior or the Friday before commencement of the event in the presence of at least two (2) other Club members. Although entries close at 5.50 pm it shall be left to the discretion of the Match Committee, or delegate, to fill vacant positions before the draw.
- 6.6. Competitors will be expected to play up to three (3) matches in an event in a single day.
- 6.7. Wherever possible, all championship events are to be played on weekends.
- 6.8. 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 Club Captain/s with their respective Match Committee.
- 6.9. Championship points to determine the Bowler of the Year will be allocated as follows:

<b>Championship Event</b>	<b>Points</b>		
	<b>Winner</b>	<b>Runner up</b>	<b>Equal Third</b>
Singles	12	6	3
2-bowl Singles	12	6	3
Pairs	12	6	3
Triples	12	6	3
Fours	12	6	3

- 6.10. 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 order of events listed above.
- 6.11. A substitute will not be eligible for '*Bowler of the Year Points*', Club Trophies or their name on the Honour Board.
- 6.12. In a Singles Competition, a defeated player must, if requested by the match Committee, mark in the following round.
- 6.13. Sectional Play or Knockout Play will be at the discretion of the Match Committee.
- 6.14. 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.
- 6.15. Conditions of Play will be advised on the Nomination Forms for each event.
- 6.16. Singles or Teams drawn first are to play the alignment rounds, if required.
- 6.17. Vacant rinks on greens while being used for Pennant competitions or Club events are not to be used for any other purpose.
- 6.18. 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 attire.

## 7. PRIZES AND TROPHIES

- 7.1. Following the final of each Championship Event, vouchers will be presented to the Winners and Runners Up.
- 7.2. Trophies for all Championship events will be presented at the Annual Club Trophy Presentation Dinner.
- 7.3. Where possible the donor of the trophy for a competition shall be notified by the Secretary of the time of play for the final game.
- 7.4. Prizes on Pennant days:
  - a. Team with highest margin shall be given ***Pennant Vouchers*** as per the Complimentary Drinks Policy.
  - b. In the event of all Divisions winning all their games on the same Pennant competition day, players participating on that day are entitled to a voucher on the day of competition only – cannot be used on another day *in lieu*. That is, all men’s teams or all ladies’ teams must win.

## 8. ATTIRE

- 8.1. Club members competing or officiating in Pennants and Club Championship Events must wear the ‘Manning Memorial Bowling Club’ uniform. Failure to wear Club uniform in Club championship events will result in forfeiture of that event.
- 8.2. The Club uniform is:
  - a. Club shirt and Royal Blue pants, shorts, skorts, or skirt.
  - b. If worn, hats must be Royal Blue or white with the regulation Bowls Australia logo.
  - c. Alternatively, Manning Club hatbands must be attached to white hats without a Bowls Australia Logo.
- 8.3. Flat soled shoes which comply with Bowls Australia policy for foot-wear are to be worn on the green at all times. Bare feet are allowed in social events.
- 8.4. The Executive Committee may designate the attire to be worn for particular events, including the surrounding greens.

## 9. DUMPING OF BOWLS

**Definition:** Bowls that are delivered from a height that results in ‘denting’ of the compacted material immediately beneath the synthetic or grass surface.

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

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

## 10. CONDUCT ON GREENS

- 10.1. 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.
- 10.2. 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 to take whatever action the Committee member may feel is appropriate to the circumstances.

10.3. 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.

10.4. 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.

## **11. SMOKING AND DRUG USE**

### **11.1. SMOKING LIMITATIONS**

- a. The Manning Memorial Bowling Club has clearly 'Designated Outdoors Smoking Areas' where smoking may take place.
- b. 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.
- c. In compliance with health regulations, no member or their guest may smoke tobacco products or use electronic smoking devices within the confines of The Club. A member shall be responsible for their guests.
- d. Players, umpires, measurers, or any other person are expressly prohibited from smoking or carrying cigarettes, electronic smoking devices, or any other smoking product (whether lit or unlit) on The Club greens at any time.
- e. Smoking is also prohibited in all other areas of The Club surrounds not designated as 'Designated Outdoor Smoking Areas'.
- f. If players wish to smoke in a 'Designated Outdoor Smoking Area' on the bank, they must remain at least two (2) metres back from the ditch.

### **11.2. DRUG USE**

No illicit or recreational drugs shall be allowed anywhere, either in The Club or on the Bowling Green and surrounds.

## **12. PROTECTION OF THE GREENS AND SAFETY OF SPECTATORS AND PLAYERS**

- a. Players and spectators, whether directly participating or not in a game, are not permitted to sit on the banks.
- b. Guests of members who want to use the synthetic green must be supervised at all times to prevent damage to the surface.

## **13. SPECIAL GAMES**

It shall not be within the right of any member or members of The Club to 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 Committee /s.

## **14. BEHAVIOUR OF MEMBERS IN GENERAL**

Members must, at all times, conduct themselves in an acceptable manner and shall be responsible for ensuring their guests conduct themselves likewise.

## **15. DRESS**

At all times members and their guests shall be clean and neatly dressed in keeping with the activities of The Club

## **16. CHILDREN (PERSONS LESS THAN 18 YEARS OLD)**

Parents, guardians or adult members bringing children into The Club premises shall 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 duty person 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; conduct themselves in a manner so as not to interfere with the proper functioning of The Club;
- Refrain from entry onto the greens unless under instruction by a member of The Club.

## **17. PRIVATE FUNCTIONS AND CLUB PROPERTY**

17.1. Members may, with the approval of the Executive Committee, hold private family or business functions with 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.

If a meal is not provided, guests are limited to five (5) and the member must pay the bar bill.

Members wishing to avail themselves of this opportunity must obtain prior approval of the Executive Committee and pay any hiring fee otherwise that may from time to time be set by the Executive Committee. Ordinary members are entitled to a 50% discount when hiring Club facilities for a private function.

17.2. If members wish to use Club property or facilities for commercial purposes, permission must be obtained from the President or Treasurer.

17.2.1. Such property must be signed for and returned within five (5) days.

17.2.2. A deposit or hire charge may be required subject to the nature of the use.

17.3. Members obtaining the use of The Club premises shall be responsible for their guests as provided for in these rules.

17.4 Club lockers can be hired by financial members for a once only 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.

## **18. COMMUNICATION POLICY**

18.1. Communication with members is an important aspect of the management of the Club.

18.2. The webmaster is the appointed manager of The Club's communication activities to provide ownership, accountability and control over material published on The Club's website, The Club's Facebook Page and any related discussion groups or social media websites, such as YouTube or Twitter.

18.3. A range of electronic tools is used to communicate with members: website, email, SMS and Social Media.

18.4. Communication must be timely, appropriate and related to Club business.

## **19. SUBSCRIPTIONS**

19.1. Membership subscriptions for the coming year will be determined by the outgoing committee.

19.2. Membership renewals will be posted or emailed to Members prior to the due date of June 30th. Members who are not financial 30 days after the due date (June 30th) will lose all privileges until their fees are paid. That is, no member whose subscription is in arrears more than one month after it becomes due for payment is entitled to use The Club or play on the greens while their subscription is in arrears.

19.3. **New Members:** If joining between 1st July and 31st December the total relevant membership fee is to be paid. Except for social or dance memberships, persons joining as ordinary or restricted members after the 31<sup>st</sup> December in each year shall pay one half of the annual subscription.

19.4. **Levies and calls on Members:** All members are to pay such levies as may be imposed from time to time by the Bowling Club. Any member neglecting or refusing to pay such levy within 30 days after being notified by the Secretary in writing will have their Membership suspended until such levy is paid.

19.5. Any member ceasing to play for the Manning Memorial Bowling Club will not have their membership subs returned except on compassionate grounds.

## **20. AMENDMENTS TO BYLAWS**

20.1. All motions and amendments to motions to vary the By-Laws shall be debated and determined by the Executive.

20.2. Any repeal or amendment of or addition to these Bylaws shall be notified to members by notice on The Club Notice Board.