

BORONIA BOWLS CLUB INCORPORATED

BY-LAWS (AMENDED APRIL 2022)

A MEMBERSHIP

A1 LIFE MEMBERS

- A1.1** To be elected a Life Member of the Club, a person must –
- (a) have in the opinion of the Committee of Management (C.O.M.) rendered exceptional service to the Club; and
 - (b) be recommended by not less than four-fifths of the C.O.M.; and
 - (c) be elected on the votes of at least three-quarters of the members present and voting at a General Meeting

A1.2 The number of Life Members at any one time shall not exceed nine.

A2 OTHER CATEGORIES OF MEMBERS

In addition to Full Members and Life Members, other categories of members shall be –

A2.1 Provisional Members

A2.1.1 Persons who are new bowlers and have not been a member of another club are eligible to apply for membership as Provisional Members.

A2.1.2 Provisional Members have use of the facilities of the Club but do not have voting rights and are not eligible to hold office in the Club.

A2.1.3 After a period of 12 months, Provisional Members shall be transferred to Full Members or other category of membership at the discretion of the C.O.M..

A2.2 Junior Members

A2.2.1 Persons who are under 18 years of age (or under 23 years of age if full-time students) are eligible to apply for Junior membership of the Club.

A2.2.2 Junior Members have use of the facilities of the Club but do not have voting rights and are not eligible to hold office in the Club.

A2.2.3 Upon attaining the age of 18 years (or 23 years if full-time students) or upon ceasing to be full-time students, Junior Members shall be transferred to Full Members or another category of membership at the discretion of the C.O.M..

A2.3 Non-Playing Members

A2.3.1 Non-playing members have use of the facilities of the Club except that they may play on the greens only with the approval of the C.O.M..

A2.3.2 Non-playing members do not have voting rights and are not eligible to hold office in the Club.

A2.4 Honorary Members

- A2.4.1** Persons who are currently –
 (a) Members of Federal Parliament; or
 (b) Members of State Parliament; or
 (c) Councillors of the Municipality;
 who represent the citizens of the area in which the Club is situated, shall be Honorary Members of the Club whilst they continue to hold that office.
- A2.4.2** Persons who are members of any organised group which, with the approval of the C.O.M., visit the Club, shall be made Honorary Members of the Club for the duration of their visit.
- A2.4.3** Friends of members or persons visiting the Club for the purpose of playing for another Club or competing in open events and the supporters of those players shall be made Honorary Members for the day on which the visit is made.
- A2.4.4** Persons who are considered to be deserving of recognition by the Club due to their valued support may be made Honorary Members at the discretion of the C.O.M..
- A2.4.5** Honorary Members have the use of the facilities of the Club, but they do not have voting rights and they are not eligible to hold office in the Club.

A2.5 Social Members

- A2.5.1** Social Members are non-affiliated bowling members who will be restricted to playing in Sunday Social Event, Wednesday mixed pairs (casual) events and any other event sanctioned by the C.O.M.

A3 ANNUAL SUBSCRIPTIONS

- A3.1** The membership subscription year shall be from 1st June to 31st May.
- A3.2** Annual Subscriptions are required to be paid by 31st July each year. The date for payment may be extended to 31st August for those members who wish to pay by instalments provided that the first instalment is paid by 30th June.
- A3.3** No annual subscription is payable by Life Members or Honorary Members.

A4 LEAVE OF ABSENCE

- A4.1** A member contemplating absence from the Club for a period of at least 12 months may, upon application to the C.O.M., be granted Leave of Absence for a period not exceeding two years.
- A4.2** A member granted Leave of Absence shall not be required to pay any annual subscription during the period of Leave of Absence but, in order to retain their membership of the Club, may be required to pay a Holding Fee as determined by the C.O.M..

- A4.3** A member granted Leave of Absence shall not, during the period of such Leave, be entitled to –
- (a) any privileges of the Club; or
 - (b) hold office in the Club; or
 - (c) vote at any General Meeting; or
 - (d) represent the Club in any bowls competition.
- A4.4** A member who returns to the Club before the expiration of a period of Leave of Absence may have their member's privileges restored upon payment of a fee as determined by the Committee.

B ORGANISATION AND MANAGEMENT OF BOWLING ACTIVITIES

All bowling activities of the Club, other than Twilight Bowls, shall be managed and controlled by a Bowls Management Group consisting of;

- (a) One Bowls President
- (b) One Vice President
- (c) One Tournament Committee
- (d) Two Pennant Selection Committees

B1 BOWLS MANAGEMENT GROUP

- B1.1** The Bowls President and Bowls Vice President shall be responsible for the efficient operation of the Bowls Management group.
- B1.2** The procedures for nomination and election of the members of the Bowls Management Group and their term of office shall be the same as for the C.O.M.
- B1.3** Any vacancy on the Bowls Management Group which is not filled at the Annual General Meeting, or which occurs after an Annual General Meeting, shall be treated as a casual vacancy and filled in accordance with By-law F8.
- B1.4** The Bowls Management Group Executive, consisting of the Bowls President, Bowls Vice President and a representative from the Tournament and Selection Committees shall hold such meetings considered necessary and shall determine its own procedures, subject to the Club Constitution and By-laws.
- B1.6** The Bowls Management Group Executive shall keep minutes of its meetings recording:
- (a) the names of those present at the meeting;
 - (b) the items of business discussed;
 - (c) the results of voting on any motions.
- B1.5** The Bowls Management Group may call General Meetings of bowling members from time to time to inform them of Bowls Victoria matters or to discuss other matters.
- B1.7** The Bowls Management Group may appoint such sub-committees for specific purposes as considered necessary to assist in the management of their functions. At least one member of the Bowls Management Group shall serve on each sub-committee.

- B1.8** The Bowls Management Group shall nominate two members to be Delegates to meetings of Bowls Victoria and its Regions.

B2 BOWLS TOURNAMENT COMMITTEE

There shall be **ONE** Bowls Tournament Committee, to be known as the Tournament Committee, who shall arrange all bowls activities, except Pennant, for all members.

- B2.1** The Tournament Committee shall arrange, control and manage competition Club Championships and social games as approved by the Bowls Management Group.
- B2.2** The Tournament Committee shall consist of five persons, at least one of which shall be a lady member.
- B2.3** The procedures for nomination and election of the Tournament Committee members and their term of office shall be the same as for the C.O.M.
- B2.4** Any vacancy on the Tournament Committee which is not filled at the Annual General Meeting or which occurs after an Annual General Meeting shall be treated as a casual vacancy and be filled in accordance with By-law F8.
- B2.5** The Tournament Committee shall hold meetings as required and shall determine their own procedures, subject to the Club Constitution, By-laws and the requirements of Bowls Victoria.
- B2.6** At the first meeting after their election, the Tournament Committee shall elect a Chairperson from amongst their number.
- B2.7** As soon as is practical following the Club Annual General Meeting, the Tournament Committee shall prepare a program for next season's events for the members. This program is to be presented to the Bowls Management Group for endorsement prior to submission to the C.O.M. for approval.
- B2.8** The Tournament Committee may alter the dates of specific events in special circumstances provided that notice of such changes is posted on the appropriate notice board.
- B2.9** Any disputes pertaining to matters under the control of the Tournament Committee which are unable to be settled to the satisfaction of the parties concerned shall be determined by the Bowls Management Group whose decision shall be final and binding upon all parties.

B3 PENNANT SELECTION COMMITTEES

There shall be two Pennant Selection Committees, known as the Saturday Pennant Selection Committee and the Mid-Week Pennant Selection Committee.

- B3.1** The Pennant Selection Committees shall select teams and sides to represent the Club in the Saturday and Mid-Week Bowls Victoria Pennant Competitions respectively.
- B3.2** The Pennant Selection Committees shall each consist of five members.

- B3.3** The procedures for nomination and election of the Pennant Selection Committees and their term of office shall be the same as for the C.O.M.. All members of the Club who are entitled to vote are eligible to participate in the process of nomination and election of both Pennant Selection Committees.
- B3.4** Any vacancy on a Pennant Selection Committee that is not filled at the Annual General Meeting or which occurs after an Annual General Meeting shall be treated as a casual vacancy and shall be filled in accordance with By-law F8.
- B3.5** The Pennant Selection Committees shall hold meetings as required and shall determine their own procedures, subject to the Club Constitution, By-laws and the requirements of Bowls Victoria.
- B3.6** At their first meeting after their election each Pennant Selection Committee shall elect a Chairperson from amongst their number.
- B3.7** A member having any issue with selection matters may make an appointment with the relevant Pennant Selection Committee to raise and discuss their concerns.
- B3.8** The Pennant Selection Committees shall have full autonomy in carrying out their designated functions and the final decision on any matter within the power of a Pennant Selection Committee shall rest entirely with that Pennant Selection Committee.

B4 SOCIAL COMMITTEE

There shall be a Social Committee made up of all interested members.

- B4.1** The Social Committee shall organise all internal Club social events including any associated catering.
- B4.2** A Chairperson shall be elected as soon as possible from amongst their number.

B5 FUNCTIONS CO-ORDINATOR

There shall be a Functions Co-ordinator.

- B5.1** The Functions Co-ordinator shall organise all Twilight Bowls, Clubroom bookings, external events and any associated catering.
- B5.2** In accordance with By-law D1, the C.O.M. shall appoint the Functions Co-ordinator at its first meeting after the Annual General Meeting.

C FINANCIAL MANAGEMENT

- C1** The C.O.M. shall not enter into any proposal which would involve expenditure in excess of \$10,000 without giving at least one months notice to members of its intention to do so.
- C2** The Club Director and the Club Secretary, or in their absence any three members of the C.O.M., may authorise expenditure not exceeding \$2,000 without prior Committee approval except that the Club Treasurer is authorised to pay normal operating accounts as required.

D APPOINTMENTS

- D1** At its first meeting after the Annual General Meeting, the C.O.M. shall make the following appointments –
- (a) Greens Director;
 - (b) Bar Manager;
 - (c) Property Services Manager;
 - (d) Sponsorship Officer;
 - (e) Club Contact Officer;
 - (f) Membership Officer.
 - (g) Functions Co-ordinator

E USE OF GREENS

- E1** The greens of the Club shall be used in such manner as the C.O.M shall from time to time determine.
- E2** The C.O.M shall determine when entry fees or green fees shall apply for use of the Club's greens.
- E3** When the greens are open, play and practice shall be in the directions as follows-
- | | | | |
|------------|-------|---|-------|
| Mondays | East | - | West |
| Tuesdays | North | - | South |
| Wednesdays | East | - | West |
| Thursdays | North | - | South |
| Fridays | East | - | West |
| Saturdays | North | - | South |
| Sundays | East | - | West |
- E4** Practice on the greens shall be permitted only when the greens are open and at times subject to the approval of the Greenkeeper or Greens Director. Practice is not permitted on a green while Pennant or other scheduled games are in progress. When club competition games are being played on a green outside scheduled times, one rink must be left vacant on each side of that game and due consideration must be afforded to the players participating in that game.
- E5** The Greens Director, or if absent any two members of the C.O.M, shall exercise control and management of the greens and shall have the power to prevent or terminate play at any time if it is considered that the greens would suffer damage if play was to proceed. On Pennant days if none of the above are present, the Manager of the senior side shall be delegated the authority of the Greens Director.
- E6** Any decision taken by the Greenkeeper or Greens Director on greens management, including the use of dump mats, rink allocation and play direction shall be final and binding on all Club members and visiting bowlers.
- E7** No bowler shall interfere with rink markers, change the allocation of rinks or playing directions unless prior approval of the Greenkeeper or Greens Director has been obtained.
- E8** Club members who interfere with, change, or argue with club officials in attempting to alter their decisions may be reported to the C.O.M for disciplinary action.

E9 FOOTWEAR

Approved bowls footwear or plain smooth-soled shoes without heels shall be worn on the greens otherwise bowlers shall be required to remove their footwear.

F GENERAL**F1 CLUB COLOURS**

The colours of the Club shall be Blue/White tops with White bottoms or such other colours that the C.O.M may determine from time to time.

F2 CLUBHOUSE OPEN

The Clubhouse shall be open to members for such time and on such conditions as the C.O.M. may decide from time to time.

F3 DEATH OF A MEMBER

F3.1 When requested by relatives of a deceased member, the clubrooms will be made available, free of charge, for the service of refreshments subject to:

- (a) the Clubrooms not having been booked for another function or being in use at the time;
- (b) any catering supplied by the Club being paid for at cost price to the Club; or
- (c) the refreshments may be supplied by relatives of the deceased member.
- (d) all alcohol beverages supplied by the club at bar prices.

F3.2 Upon request, the C.O.M. may approve the scattering of the deceased's ashes on the gardens or the planting of a small bush in the gardens, but no plaques or memorials to the deceased, other than those already allowed by the Club, shall be permitted.

F4 GENERAL MEETINGS

F4.1 A General Meeting of the Club may be convened immediately after the conclusion of an Annual General Meeting.

F4.2 All business conducted at a General Meeting, other than the Ordinary Business of the Annual General Meeting, shall be deemed to be Special Business.

F5 MEETINGS OF THE C.O.M.

F5.1 Subject to By-law F5.2, the meetings of the C.O.M. shall be open to Club members who may observe but not take part in the meeting or participate in any discussion unless expressly invited by the Chairperson of the meeting.

F5.2 The C.O.M. may resolve that the meeting be closed to Club members when the meeting is discussing any of the following:

- (a) personal matters;
- (b) the personal hardship of a member;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Club property;
- (h) any other matter which the C.O.M. considers would prejudice the Club or any other person;
- (i) a resolution to close the meeting to Club members.

- F5.3** A meeting may be closed to Club members by the suspension of Standing Orders and resumed at the conclusion of the deliberations on the matter which was the subject of the closure.
- F5.4** If the C.O.M. resolves to close a meeting to Club members, the reasons must be recorded in the minutes of the meeting.
- F5.5** Where the C.O.M. resolves to close a meeting to Club members, all matters shall be conducted as a separate meeting “in camera” and shall be the subject of separate minutes of those proceedings.
- F5.6** Minutes of separate meetings held “in camera” shall be confirmed at the next C.O.M. meeting but shall not be available to Club members.
- F6 VOTING AT MEETINGS**
Voting at General Meetings and C.O.M. meetings shall be by show of hands unless a poll is demanded by three or more members.
- F7 VOTING FOR CLUB COMMITTEES**
- F7.1** The number of votes received by candidates in any ballot shall not be disclosed.
- F7.2** Ballot papers shall be destroyed after the declaration of each election.
- F7.3** A record of the order in which candidates received votes in a ballot shall be kept by the Club Secretary.
- F8 CASUAL VACANCIES**
- F8.1** In the event of any position on the Bowls Management Group, not being filled at the Annual General Meeting, the C.O.M. shall make an appointment to that position.
- F8.2** In the event of a casual vacancy occurring on any committee after the Annual General Meeting, those members who stood for election to that committee but received insufficient votes to be elected shall, in the order of votes received in the ballot, be invited to fill the vacancy.
- F8.3** In the event that no person who stood for election to the Bowls Management Group, takes up the offer of a vacancy, the C.O.M. shall appoint an eligible member to fill the vacancy.
- F9 APPOINTMENT TO C.O.M.**
- F9.1** Unless they are already members of the C.O.M., the Bowls President and the Functions Co-ordinator shall be appointed to the C.O.M.
- F9.2** If the Bowls President and the Functions Co-ordinator are already members of the C.O.M., the C.O.M. may appoint another member whose knowledge and skills would be considered beneficial to the C.O.M. in the management of the affairs of the Club.
- F10 COMPLAINTS AND SUGGESTIONS**
Members with complaints or suggestions are invited to make written submissions addressed to the Club Secretary.

F11 GAMBLING

Gambling or betting is not permitted on the Club premises.

F12 OFFENSIVE LANGUAGE

Language which may give offence to, or be considered objectionable by, other members or guests shall not be permitted on the Club premises.

F13 DEMEANOUR OF MEMBERS

Members are expected to be respectful of other bowlers and to act with decorum at all times whilst on the greens and on the Club premises.

F14 REMOVAL OR DAMAGE TO PROPERTY

F14.1 No member may remove any property of the Club without the approval of the C.O.M..

F14.2 Any property which is defaced or damaged by a member shall be repaired or replaced at the expense of the member.