

# **HAMPTON BOWLS CLUB INC – BY-LAWS**

**2020**

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## **PART 1 – INTRODUCTORY**

### **1. Interpretations**

- 1.1. The terms defined in rule 2 of the Rules of the Club have the same meanings as these by-laws unless the context requires the context otherwise.
- 1.2. The following interpretations also apply unless the context requires otherwise:
  - (a) “Voting Member” means a full fee-paying member.
  - (b) “Affiliated Member” means a Voting Member or Junior Member who is eligible to be considered to be affiliated with Bowls Victoria, pursuant to by-law 2 and rule 6.5 of the Bowls Victoria Incorporated Constitution.
  - (c) “Social Member” means a member elected under by-law 3.
  - (d) “Section” means the Bowling Section of the Club (which terms are defined in by-law 4.1).
  - (e) “Section Committee” means a committee constituted in accordance with by-law 10.2.
  - (f) “Section Secretary” means the secretary elected in accordance with by-law 11.
  - (g) Words importing the singular number include the plural and vice versa.
  - (h) Headings are for convenience only and do not affect interpretation.

## **PART 2 – MEMBERSHIP**

### **2. Members**

- 2.1. Voting Members are Affiliated Members who are not Junior Members, in accordance with this by-law 2.
- 2.2. Affiliated Members and Junior Affiliated Members are the only Members who may:
  - (a) Play in a pennant competition for the Club after paying any additional fees for such right.
  - (b) Play as a Club member in other competitions conducted by Bowls Victoria, Bowls Australia or any other organisation.
  - (c) Play in the club championships.
- 2.3. Voting Members are the only Members who may:
  - (a) Vote for positions on or hold office in the Section Committee and
  - (b) Propose or second any Members for positions on or hold office in the Section Committee
- 2.4. For the purpose of these by-laws, all Members who have previously been affiliated with Bowls Victoria prior to these by-laws coming into effect, and who have paid their current affiliation fees are Affiliated Members.
- 2.5. Subject to by-law 2.4 in addition to the procedures for membership prescribed by the Rules, a Voting Member or Junior Member must have been proposed by an existing Voting Member and seconded by another existing Voting Member, each of whom must have knowledge of the applicant.
- 2.6. The approved nomination form of the Club shall be completed in writing and signed by the applicant, the proposer and the seconder. Subject to by-law 2.10, the Director of Administration shall ensure that it is displayed in a conspicuous place on the Club notice board for at least fourteen (14) days immediately preceding the day of approval, and an interval of no less than fourteen (14) days shall elapse between the dates of nomination and approval as an Voting or Junior Member.

- 2.7. Each prospective Voting Member must be approved by members of the Section and confirmed by the Board. Details of each new Voting Member shall be recorded by the Director of Administration.
- 2.8. Subject to the satisfaction of the requirements in by-laws 2.5-2.7 (inclusive) for the initial approval to be a Voting Member or Junior Member, and upon payment of the Bowls Victoria affiliation fee for that Financial Year and each subsequent Financial Year, the Member will be an Affiliated Member of the Section of the Club.
- 2.9. The Board may, in its discretion, waive the requirement that the official nomination paper be displayed in a conspicuous place on the Club notice board for at least fourteen (14) days immediately preceding the day of approval, if it considers that to do so would be in the best interests of the Club.
- 2.10. The Director of Administration shall keep adequate records of the status of Members as Eligible Bowling Members.
- 2.11. Junior Members are those members aged under 18 as at June 30 of the year of membership.

### **3. Social Membership**

- 3.1. Any person may apply to become a Social Member.
- 3.2. An application for Social Membership shall include the applicant's name, address, date of birth and telephone number.
- 3.3. An application for Social Membership which is identified and certified by the Gaming Manager or the Director of Administration shall be referred to the Board at its next meeting and it shall accept or reject the application at its discretion.
- 3.4. An applicant accepted as a Social Member shall be admitted to the Club premises upon payment of the annual Social Membership subscription.
- 3.5. Social Members so admitted shall be entitled to utilise the gaming and bar facilities only, unless expressly permitted to use other facilities by discretion of the Board.
- 3.6. A Social Member shall be required to present evidence of current membership upon request by the Gaming Manager, Director of Administration or their respective delegates on any occasion that the Social Member is on the Club premises.
- 3.7. There is no maximum membership for Social Members.
- 3.8. A Social Member shall not be permitted to hold office on the Board, Section committee or any other official body of the Club nor to nominate nor second other Members for such positions or to vote at or attend any meetings of the Club or to bowl on the Club greens unless prior invitation or authorisation has been given by the Board.
- 3.9. The Board shall determine the annual subscription payable by Social Members.

## **PART 3 – MANAGEMENT OF BOWLING ACTIVITIES**

### **4. Bowling Section**

- 4.1. There shall be a bowling section which shall comprise of Affiliated Members, who are eligible to be affiliated with Bowls Victoria.
- 4.2. The Section shall be responsible to the Board and shall conduct all bowls activities in respect of the Section, including pennant and social bowls, Club championships, association events and any other events approved by the Board.
- 4.3. The Section shall affiliate with Bowls Victoria.
- 4.4. Affiliated Members shall observe the laws and rules of Bowls Victoria and Bowls Australia.
- 4.5. Failure to observe any such laws and rules will render the offending player liable to disqualification from the game.

## **PART 4 - SECTION MEETINGS**

### **5. Section Annual General Meeting**

- 5.1. An Annual General Meeting of the Section shall be held in accordance with the same rules established under Clauses 11.1 and 14.4 of the Constitution for the Annual General Meetings of the Club.
- 5.2. The business to be transacted at the Section Annual General Meeting shall be as follows:
  - (a) Reading of the notice convening the meeting
  - (b) Reading and confirmation of minutes of the previous Section Annual General Meeting and any Special General Meetings of the Section held since the last Section Annual General Meeting.
  - (c) Presentation of the Annual Report of the Section
  - (d) Consideration and adoption of the Annual Report of the Section
  - (e) Election of office bearers and committee persons for the Section Committee as detailed in by-law 10.12
  - (f) Appointment of Delegates to the Sandbelt Region
  - (g) Election of Selection Committee
  - (h) Election of Club Championship Chairpersons (2)
  - (i) Transaction of any business affecting the interests and welfare of the Section of which due notice has been given in accordance with the by-laws
  - (j) Any other general business with the proviso that any resolutions arising from such business shall only be recommendations to the Section Committee

### **6. Section Special General Meetings**

- 6.1. All general meetings of the Section other than Annual General Meetings shall be called Special General Meetings
- 6.2. A Section Committee may convene a Special General Meeting of the Section at any time, and when more than fifteen (15) months would lapse between Annual General Meetings, shall convene a Special General Meeting of the Section before the expiration of that period
- 6.3. The Section Committee shall on receipt of a requisition in writing from:
  - (a) Not less than four (4) members of the Section Committee, or
  - (b) Not less than thirty (30) Voting Members of the Section (whose subscription are not in arrears), convene a Special General Meeting of the Section
- 6.4. The requisition for a Special General Meeting under by-law 6.3 shall state clearly the objects of the meeting and shall be signed by the members making the requisition.
- 6.5. On receipt of the requisition the Section President or Section Secretary shall forthwith place a copy on the Club notice board.
- 6.6. The Section Committee shall determine the date, time and place of the Special General Meeting which shall be held not less than fourteen (14) clear days from the time of receiving the requisition.
- 6.7. If the Section Committee does not cause a Special General Meeting to be held within twenty-eight (28) days after the date on which the requisition is received by the Section Secretary, the members making the requisition or any one of them, may convene a Special General Meeting to be held no later than three (3) months after that date.
- 6.8. A Special General Meeting of the Section convened by members in pursuance of these by-laws shall be convened in the same manner as possible as that in which those meetings are convened by

the Section Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.

6.9. No matters shall be discussed except those stated in the notice of meeting.

## **7. Notice of Meetings – Section**

- 7.1. The Section Secretary shall at least twenty-one (21) days before the date determined for holding an Annual/Special General Meeting of the Section cause to be sent to each Voting Member affiliated with the Section a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 7.2. A copy of the notice sent to Voting Members shall be placed on the Club notice board no later than the date on which the notice of the meeting is sent to them.
- 7.3. A notice may be served by or on behalf of the Section upon any Member either personally or by sending it by mail to the Member or by electronic means to the address shown in the Register of Members.
- 7.4. All notices sent by electronic means or mailed as a letter, postage pre-paid and properly addressed as recorded in the Register of Members, shall, unless the contrary is proved, be deemed to have been given to the Member, at the time at which the electronic notice receipt is acknowledge as being received by the members email address or similar or physical letter would have been delivered in the ordinary course of mail.
- 7.5. A Voting Member wishing to bring any business before a Section Annual General Meeting shall give notice in writing to the Section Secretary at least ten (10) clear days before the meeting is to be held. On receipt of such notice the Section Secretary shall forthwith place a copy on the Club notice board.

## **8. Quorum for Meetings – Section**

- 8.1. At any Annual General Meeting or Special General Meeting of the Section the attendance of the lesser of thirty (30) Voting Members entitled to vote at the meeting or 20% of the total number of the Section's Voting Members as at the date of the meeting, rounded down to the next whole number, shall constitute a quorum.
- 8.2. At all Annual General Meetings or Special General Meetings of the Section, should a quorum not be present within thirty (30) minutes of the specified time, then such meeting if convened upon the requisition of members shall be dissolved. In any other case the meeting shall stand adjourned to such day, time and place as the Section Committee shall determine, and if at such adjourned meeting other than an adjourned Annual General Meeting, a quorum is not present, the meeting shall lapse.
- 8.3. In the case of an adjourned section Annual General Meeting, the Voting Members present at such adjourned meeting shall form a quorum.
- 8.4. No notice of an adjourned meeting needs to be delivered or mailed to Members but notice thereof shall be placed on the Club notice board.
- 8.5. No item of business shall be transacted at an Annual General Meeting or Special General Meeting of the Section unless a quorum of Voting Members entitled to vote is present during the time when the meeting is considering that item.

## **9. Voting at Meetings – Section**

- 9.1. All questions for decision of the Voting Members at an Annual General or Special General Meeting of the Section shall be duly proposed and seconded and shall be determined by a show of hands unless a ballot is requested by at least ten (10) Voting Members present. Any ballot shall be taken at the meeting by two (2) Eligible Bowling Members appointed by those present, conducting the ballot. If relevant, the position of the names (if more than one) on the ballot paper shall be decided by a draw in the presence of the chairperson. The result of each ballot shall be deemed to be a resolution of the Section adopted at such meeting.

- 9.2. Each Voting Member who is a Voting Member present at a meeting of the Section (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 9.3. At any Annual General Meeting or Special General Meeting of the Section, unless a pole is demanded by at least ten (10) Voting Members present, a declaration by the chairperson for the time being that a resolution has been carried by a particular majority and an entry made to that effect in the Minutes of the meeting kept by the Section, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 9.4. All resolutions passed at the Annual General Meeting or at any Special General Meeting of the Section shall be conclusive and binding on all Voting Members of the Section whether or not present at such meeting.
- 9.5. All votes at an Annual General Meeting or any Special General Meeting of the Section shall be given personally or in special circumstances determined by the Board voting by written proxy is allowed.

## **PART 5 – MANAGEMENT – SECTION**

### **10. Section Committee**

- 10.1. The Board has vested the control and management of the Section subject to the Club's Rules and By-Laws
- 10.2. The Section Committee shall consist of the following:
  - (a) President
  - (b) Vice-President
  - (c) Secretary
  - (d) Treasurer
  - (e) Seven (7) ordinary committee members
- 10.3. Each Section Committee shall subject to these by-laws hold that office until the next Section Annual General Meeting after the date of election to the Committee but shall be eligible for re-election to the Section Committee.
- 10.4. Nominations for each of the Section Committee positions shall be in writing signed by the candidate, proposer and seconder all of whom must be Voting Members and Voting Members and shall be lodged with the Director of Administration by the closing date for nominations.
- 10.5. The full name of the candidate, proposer and seconder shall be placed on the Club notice board by the Director of Administration as soon as practicable after the nomination is received.
- 10.6. In the event that there is more than one candidate for any one position on the Section Committee, the Director of Administration shall prepare ballot papers for the Returning Officer to forward by mail to each Voting Member entitled to vote.
- 10.7. In the event of an insufficient number of Voting Members being nominated for election to the Section Committee the vacancies may be filled at the Section Annual General Meeting and if any vacancies still remain at the close of the Annual General Meeting, those positions shall be filled as soon as practicable by the Section Committee as constituted at the conclusion of the Annual General Meeting.
- 10.8. No Section Committee person shall hold dual office on the Section Committee.
- 10.9. The President, or if absent, the Vice-President shall preside at all Section Committee meetings, where possible.

- 10.10. The Section Committee shall meet regularly (preferably once each month) for transaction of the business of the Section. Minutes of all resolutions and proceedings of the Section Committee meetings shall be taken and kept as a record of the business transacted.
- 10.11. The chairperson shall be entitled to vote at all meetings of the Section Committee but if the votes are equal, the motion or the amendment (as the case may be) shall be declared lost.
- 10.12. Any member of the Section Committee who fails to attend three (3) consecutive Section Committee meetings without leave of absence previously applied for and granted by that Committee, or without apology delivered prior to or at the next Section Committee meeting, thereupon ceases to be a member of that Committee.
- 10.13. In the event of a casual vacancy occurring in any office referred to in by-law 10.2 (a), (b), (c) or (d) the Section Committee may appoint one of its other members or a Voting Member who is entitled to hold office to the vacant office.
- 10.14. In the event of a casual vacancy occurring in the office of an ordinary member of the Section Committee, the Section Committee may appoint an Eligible Section Committee member.
- 10.15. Any Section Committee member appointed under by-laws 10.13 or 10.14 shall hold office subject to these by-laws until the next Section Annual General Meeting following the date of appointment.
- 10.16. The Section President and/or any other four (4) members of the Section Committee may convene a Special Meeting of that Committee. The Section Secretary shall give at least twenty-four (24) hours' notice of a Special Section Committee Meeting to each member of the Committee.
- 10.17. The Section Committee shall organise and regulate the Section and for such purposes may issue instructions and elect such sub-committees as it considers suitable, provided always that such Section, sub-committees and activities shall remain in all respects consistent with the Constitution and By-Laws of the Club and subject in all things, including the raising and disposition of funds, to the Board. The Section Committee shall furnish the Board with minutes of its meetings.
- 10.18. The Section Committee, from time to time, may delegate any of its powers to such sub-committees consisting of Members of the Club as it considers suitable and may recall or revoke any such delegation or appointment at any time. Any such sub-committee, in the exercise of its powers so delegated, shall conform to any instruction that may be issued by the Section Committee and shall be subject and subordinate to such Section Committee.
- 10.19. The Section Committee shall have the power to appoint an assistant to the Section Secretary. If the appointee is not already a member of the Section Committee that person shall not have a vote.
- 10.20. The Section Committee shall have power to appoint an assistant to the Section Treasurer. If the appointee is not already a member of the Section Committee that person shall not have a vote.
- 10.21. Both the President and Secretary of the Section Committee shall have the right, ex-officio, to attend all meetings of any sub-committees, with the exception of the Selection Committee.
- 10.22. Not later than three (3) weeks after the end of the Club's Financial Year the Section Committee shall submit to the Director of Administration a copy of its financial report.
- 10.23. The control and use of the greens for the Section shall be subject to by-law 24.5.
- 10.24. One member of the Section Committee is to fill the role of Club Communications Officer who will not be subject to 10.8 and whose duties include, but are not limited to, distributing inward notices regarding bowls activities from third parties including Sandbelt Region, Bowls Victoria and Bowls Australia to the club members that the messages are relevant to.
- 10.25. One member of the Section Committee, or a nominee, is to fill the role of Convenor/Coordinator for the youth and schools' program who will not be subject to 10.8.

10.26 One member of the Section Committee, or a nominee, is to fill the role of Convenor/Coordinator for the U3A Bowls program who will not be subject to 10.8.

## **11. Election – Section Committee**

- 11.1. Voting Members who are entitled to hold office on the Section Committee may be nominated for more than one position and in the event of being elected to the senior position as hereinafter provided shall be deemed to have been eliminated as a candidate for the more junior office or offices
- 11.2. For the purpose of by-law 11.1, the order of seniority is as follows:
  - (a) Section President
  - (b) Section Vice-President
  - (c) Section Secretary
  - (d) Section Treasurer
  - (e) Ordinary Committee Member
- 11.3. There shall be a ballot conducted by the current Section President who shall act as the Returning Officer to decide the order in which the names of the nominees appear on any ballot
- 11.4. As soon as possible after the closing of nominations for the positions and at least fourteen (14) clear days before the date fixed for the Section Annual General Meeting:
  - (a) The Returning Officer shall forward to each Voting Member entitled to vote a ballot paper signed or initialled by the Returning Officer containing a list of positions for which a poll is necessary, and by way of a foot note to such ballot paper the closing date of the poll (at least ten days after the forwarding date) together with any other advice deemed necessary.
  - (b) The completed ballot papers shall be lodged either in a locked ballot box on the Club premises or forwarded as directed by the Returning Officer.
- 11.5. Before the Section Annual General Meeting and at least two (2) days after the closing date of the poll the Returning Officer in the presence of the Scrutineers shall open the ballot box and also in the presence of such Scrutineers shall count the votes as disclosed by the correctly completed ballot papers forwarded to the Returning Officer. All informal ballot papers shall be kept separate from the formal ballot papers, counted and the total recorded.
- 11.6. The Returning Officer shall report the results of the poll to the next section Annual General Meeting.
- 11.7. In the event of a tie for any single position or a tie for the lowest place on any list of positions to be elected, a ballot of those who tied shall take place at the Section Annual General Meeting to decide who shall be elected.

## **12. Quorum –Section Committee**

- 12.1. At any meeting of the Section Committee five (5) members thereof shall constitute a quorum.

## **13. Voting – Section Committee**

- 13.1. All questions for decision of the Section Committee shall be proposed and seconded and the result thereof determined by a show of hands unless a ballot is requested by at least three (3) members.
- 13.2. The chairperson shall be entitled to vote at all such meetings but when the votes are equal the motion or the amendment (as the case may be) shall be declared lost.

## **PART 6 – ROLES AND RESPONSIBILITIES OF OFFICIALS**

### **14. Duties of Director of Administration**

- 14.1. The preparation of the operating performance reports
- 14.2. Making managerial decisions on urgent matters which are to be reported promptly to the Chairperson
- 14.3. Carry out any other duties as instructed by the Board including;
  - (a) Ensure that full and accurate minutes of the resolutions and proceedings of Annual General Meetings and Special General Meetings of the Club are recorded in a minute book kept for that purpose.
  - (b) Keep displayed in a conspicuous place on the Club premises a copy of the Club Constitution and By-Laws.
  - (c) Ensure that there are procedures for the Director of finance to be informed of all monies received
  - (d) Prepare for submission to the Annual General Meeting of the Club the report of the Board on the activities of the Club during the preceding Financial Year.
  - (e) Attend to all Board correspondence
  - (f) Keep in custody or under control all books, documents and securities of the Club, except as otherwise provided in the Constitution and By-Laws
  - (g) Monitor the occupational health and safety aspects of the Club in respect to the safety of Members and visitors along with the Gaming Manager
  - (h) Monitor the protection and security of Club property

#### **15. Duties of the Director of Finance**

- 15.1. The Director of Finance shall be the officer of the Club as detailed in Clauses 23.4 and 23.5 of the Constitution specific task include:
  - (a) Preparing and submitting at each monthly meeting of the Board the financial position of the Club including balances of all accounts held by banks and other institutions.
  - (b) Preparing a statement of Comprehensive Income for the financial year and Statement of Financial Position at the end of the financial year in accordance with Section 30 (3) of the Act.
  - (c) Arranging the timely audit of the Club's financial reports
  - (d) Maintaining records of debenture holders.
  - (e) Carrying out any other duties usually associated with the office of Treasurer.
  - (f) Lodgement of all statutory returns and reports as required by law.

#### **16. Duties of President and Vice-President – Section**

- 16.1. The President shall:
  - (a) If in attendance, preside at all meetings of the Section.
  - (b) Regulate and keep order in all proceedings at those meetings.
  - (c) Carry into effect the Rules and By-Laws of the Club subject to the authority of the Board.
  - (d) Prepare for submission to the Section Annual General Meeting a report on the activities of the Section.
  - (e) Take precedence over other officers of the Club when involved in conducting bowls events (competitions, tournaments, matches and games) and other activities of the Bowling Section.
- 16.2. The Vice-President shall:
  - (a) Support the President in all duties of the President.

## **17. Duties of the Secretary – Section**

17.1. The Secretary shall:

- (a) Be the executive officer of the Bowling Section Committee.
- (b) Attend all meetings of its committees and sub-committees where possible.
- (c) Ensure that accurate minutes of all the meetings of the Bowling Section are recorded in a minute book kept for that purpose.
- (d) Notify the Board of any recommendations from the Bowling Section.
- (e) Prepare for submission to the Section Annual General Meeting a report on the activities of the Section.
- (f) Conduct all correspondence in connection with the general business of the Section.
- (g) Be responsible for correspondence with Bowls Victoria and for keeping the register of Affiliated members current.
- (h) Carry out any other duties usually associated with the office of Secretary.
- (i) Finalise the fixture book of the club.

## **18. Duties of the Treasurer – Section**

18.1. The treasurer shall:

- (a) Provide assistance and information as required to the Director of Finance.
- (b) Receive monies belonging to funds of the Bowling Section.
- (c) Promptly pass to the Director of Finance all monies received for banking in the Club bank account.
- (d) Verify all accounts of the Bowling Section.
- (e) Keep accounts of all monies received and expended in accordance with Club finance instructions.
- (f) Keep correct books of account showing the financial affairs of the Section.
- (g) Prepare and submit a statement of cash transactions and the financial position of the Section at each monthly meeting of the Section.
- (h) Prepare and submit financial statements of the receipts and payments for the last financial year to the Section Annual General Meeting and to the Director of Finance if requested.
- (i) Carry out any other duties usually associated with the office of treasurer.

## **PART 7 – CLUB COMMITTEES**

### **19. Gaming Committee**

- 19.1. The Gaming Committee shall comprise the members of the Board.
- 19.2. The Gaming Committee shall appoint from its members a secretary who shall record minutes of all Gaming Committee meetings.
- 19.3. The Gaming Committee shall do all things necessary to ensure that the gaming operation is a viable business activity of the Club.
- 19.4. The Gaming Committee shall be responsible for the employment of the manager of the gaming operations of the Club hereinafter referred to as the “Gaming Manager”.

### **20 Gaming Manager**

- 20.1. The control of the gaming , bar and related social operations of the Club shall be vested in the Gaming Manager.
- 20.2 The duties of the Gaming Manager shall include:
- (a) Any required duties under rules and regulations prescribed by the Victorian Commission for Gaming and Liquor Regulation.
  - (b) Management of the gaming and bar operations.
  - (c) Prompt banking of surplus gaming funds.
  - (d) Issuance of prizes.
  - (e) Ordering of supplies for the gaming machines.
  - (f) Promotional and Marketing activities relating to the gaming operation and general social events within the club that are not controlled by the Section, specifically hiring out of club facilities and the eastern synthetic green, for social events such as, but not restricted to, birthdays and receptions, after duly liaising with the Bowls Section to ensure there is no clash with bowls events which have precedent.
  - (g) Preparation of rosters for staff duty.
  - (h) Organisation of time sheets for staff duty.
  - (i) Administration of the payroll, group tax, superannuation and Work Cover procedures.
  - (j) To arrange for payment of all accounts in respect of the gaming operations.
  - (k) To ensure all staff are made aware of the regulations regarding the provision of gaming facilities.
  - (l) To submit a monthly report of the gaming, bar and social operations to the Board.
  - (m) Other duties in accordance with by-law 20.4.
  - (n) Other duties as prescribed from time to time by the Board.
- 20.3. The wage rates for all gaming staff shall be determined by the Gaming Manager in consultation with the Board
- 20.4. In addition to the duties of the Gaming Manager set out in by-law 20.2 the Gaming Manger shall:
- (a) Control all activities associated with the bar and other lounges and spaces hired out from time to time under section 20.2 (f).
  - (b) Supervise the staffing of the bar, the purchase of bar supplies and control of bar stocks.
  - (c) With the sanction of the Board set prices that reflect the ruling rates and Members' rights and privileges.
  - (d) Recommend hours of opening and closing the bar for trading.
  - (e) Ensure all staff are made aware of the regulations regarding the responsible serving of alcohol.
  - (f) Maintain records and books of account of the bar trading.
  - (g) Reconcile each day's takings and promptly deposit the proceeds into the bank account approved by the Board.
  - (h) Transfer surplus funds to the Club bank account as nominated by the Board.
  - (i) Submit a monthly report of the bar trading to the Board.
  - (j) Ensure that a physical stocktake is carried out at the end of the Financial Year and valued at cost prices.
  - (k) The maintenance and replacement of equipment in the kitchen and pantry areas of the Club provided such expenditure is within the Expenditure Authority under section 34.

- (j) The hygiene of the kitchen and the pantry

## **22 Catering**

- 22.1. The catering for Bowls related events is responsible to and subject at all times to direction and control by the Section Committee.
- 22.2. The Section Committee shall have the power to co-opt Members to cater for Bowls Events as the occasion arises and ensure that at least one Member complies with 22.3(g).
- 22.3. The Section shall be responsible for:
  - (a) The purchase of bulk supplies for the Club catering needs for bowls related events.
  - (b) Preparation of kitchen rosters to prepare and serve meals for major invitation events, and Club events that are not under the control or direction of the Gaming Manager. Duty teams will carry out this function for Pennant events.
  - (c) Instruction of Members in the use of kitchen equipment
  - (d) The quality of the perishable stocks for use by the Bowls Section.
  - (e) Transfer of supplies from the pantry to the kitchen containers.
  - (f) Security of the catering stock and equipment.
  - (g) Ensuring that the regulations relating to catering are complied with and that sufficient members hold food handling certificates required to allow catered events to proceed.
- 22.4. The Section Committee shall forward all invoices and accounts for purchases of supplies, maintenance/replacement of catering equipment, and kitchen cleaning materials to the Director of Administration for payment.
- 22.5. The Section Committee shall promptly prepare a statement of costs for each major function as soon as practicable.

## **23. Grounds Committee**

- 23.1. The Grounds Committee shall comprise at least three (3) members elected at the Annual General Meeting of the Club and should include at least one member of the Section Committee and a Board member .
- 23.2. The Grounds Committee shall be responsible for:
  - (a) The appearance, maintenance and safety of the outbuildings, car parks, paths and fences within the boundaries of the Club property.
  - (b) The maintenance and appearance of the seats, shelters, scoreboards and other fittings surrounding the bowls greens.
  - (c) The maintenance of the barbecue areas.
  - (d) The maintenance of the gardens, shrubs and trees on the Club property.
- 23.3. The Grounds Committee shall forward all accounts for the purchase of items reasonably required to carry out the above functions to the Director of Finance for payment.
- 23.4. The Grounds Committee shall have the authority to organise the attendance of Members and any visitors of Members as working bees on club property.

## **24. Greens Committee**

- 24.1. The Greens Committee shall comprise a Greens Convener elected at the Annual General Meeting of the Section and the Greens Convener shall co-opt the assistance of two (2) other Members of his/her own choice.
- 24.2. The Greens Convener shall convey the names of the two Members he or she has co-opted to the Director of Administration.

- 24.3. The Greens Committee is responsible to and subject at all times to direction and control by the Board and liaise with the Section committee as to the availability and suitability of the greens for play.
- 24.4. The Greens Convener shall regularly liaise with the Greenkeeper with the object of producing quality bowls greens, clean ditches and timely preparation of the greens for scheduled bowls events.
- 24.5. The Greens Convener shall have:
  - (a) Control and supervision of the bowls greens
  - (b) Power to stop play or close the greens at any time when it is considered the area may be damaged.
- 24.6. The placing of the notice "Green Closed" on the green or the hoisting of the yellow flag shall be sufficient notice to the Members that the green is not available for play of practice
- 24.7. The Greens Convener shall ensure that the Greenkeeper is fulfilling his or her contractual obligations as set out by the Board based on recommendations from the Greens Convener and Section.

## **25. Planning Committee**

- 25.1. The Planning Committee shall comprise a Board Member and other members as required. The Planning Committee is responsible to and subject at all times to direction and control by the Board
- 25.2. The Planning Committee shall meet regularly or as required to:
  - (a) Discuss proposals referred to it by the Board.
  - (b) Discuss forward planning ideas which may arise from its own meetings.
  - (c) Along with Board, Liaise with the Bayside Council with regard to future plans.

## **26. Section Marketing/Sponsorship Committee**

- 26.1. The Marketing/Sponsorship Committee shall comprise of members appointed at the Annual General Meeting of the Section. The Marketing/Sponsorship Committee is responsible to and subject at all times to direction and control by the Section.
- 26.2. At its first meeting the Marketing/Sponsorship Committee shall elect a chairperson
- 26.3. The duties of the Marketing/Sponsorship Committee shall be to market the bowls activities of the club by managing the functioning of the club's official website and social media activities, maintaining the marketing platform on which members, bowlers from other clubs, and sponsors are stored so that they may be contacted, generating the club's newsletter, supporting any bowls-related activities such as attracting junior, new or existing players to the club with promotional material and promotion via multiple channels, and to obtain sponsorships from bodies outside the Club for the donation of funds which may be applied to expenditure as decided by the Section and include prizes for:
  - (a) Bowls games involving Affiliated Members and Guests.
  - (b) Open tournaments held on a weekly, monthly or annual basis.
  - (c) Invitation days.
  - (d) Affiliated Members in recognition of their successes.
- 26.4. The Marketing/Sponsorship Committee shall:
  - (a) Be responsible, in conjunction with the controlling body, for advertising in advance the sponsored day.

(b) Arrange with the sponsor for advertising materials to be available before the day of the event.

(c) Invite the sponsor to attend the event.

26.5. All sponsorship monies must be handed promptly to the Director of Finance.

## **27. Umpires Committee**

27.1. The Umpires Committee shall comprise those Members who are accredited umpires of Bowls Australia. The Umpires Committee is responsible to and subject at all times to direction and control by the Section.

27.2. The Umpires Convener shall be appointed at the Annual General Meeting of the Section.

27.3. The duties of the Umpires Committee shall be to:

(a) Appoint umpires for bowls events when requested.

(b) Meet as required to discuss the effect of new or amended bowls laws.

(c) Promulgate information to Affiliated Members on new or amended bowls laws.

(d) Familiarise umpires in the use of existing and new umpires' equipment.

(e) Encourage Affiliated Members to attend the seminars for the accreditation of umpires.

27.4. The Umpires Committee may at any time call a meeting of Affiliated Members to explain any existing or new rules that may be causing concern.

## **28. Coaching Committee**

28.1. The Coaching Committee shall comprise accredited coaches and such other Affiliated Members as may be nominated at the Annual General Meeting of the Section. The Coaching Committee is responsible to and subject at all times to direction and control by the Section.

28.2. The Coaching Committee shall:

(a) At its first meeting elect a chairperson who will normally be the Head Coach.

(b) Arrange for the coaching of new club members.

(c) If necessary, approve the standard of any new members in the Club before permitting them to play or practise on the Club greens.

(d) Make themselves available to members requesting re-appraisal of their bowls techniques.

(e) Seek ways and means to improve the overall standard of bowls in the club.

28.3. The coaches shall be available to re-educate bowlers when it is noted that damage to the greens is occurring.

28.4. The guidance and instruction given by the Club coaches to Club members shall be gratis

## **29. Delegates Committee**

29.1. Two delegates to the Sandbelt Region of Bowls Victoria shall be appointed at the Annual General Meeting of the Section. Delegates are responsible to and subject at all times to direction and control by the Section Committee.

29.2. At the time of appointment each delegate must be an Affiliated Member of the Club.

29.3. Any delegate absenting themselves from two consecutive meetings of the Region without good or valid reason to the satisfaction of the Section Committee shall be held to have vacated the office.

29.4. The Section Committee shall have power to fill any vacancy.

29.5. The delegates shall promptly forward to the Section Secretary a report on the significant matters discussed at the Region meetings.

290.6. The delegates shall not commit the Club, the Board or the Section Committee on any contentious or obligatory items discussed at any meeting without prior approval.

### **31. Selection Committees**

- 30.1. There shall be two Selection Committees each comprising five (5) Affiliated Members elected at the Annual General Meeting of the Section. One Selection Committee will be responsible for Mid-week pennant and the other for Saturday pennant.
- 30.2. Each Selection Committee shall at their first meeting elect a chairperson.
- 30.3. The duties of each Selection Committee shall be to select all pennant sides and control all pennant and pennant practice games.
- 30.4. The Selection Committees shall place the names of the selected teams on the pennant notice boards on a day prior to the events.
- 30.5. The Selection Committees shall request the availability of Affiliated Members for the pennant season – “Available for Pennant” list.
- 30.6. Affiliated Members on the “Available for Pennant” list shall give selectors maximum possible notice if not available on any particular date or dates.
- 30.7. The Selection Committees shall appoint managers/side captains for each pennant side.
- 30.8. In the event of members of the Selection Committees vacating their positions, such vacancies shall be filled by Affiliated Members appointed by the Section Committee.
- 30.9. Each Selection Committee shall have power to co-opt any Affiliated Member to assist in the discussion of pennant sides but the final decision on side selection shall be made by the Selection Committee without the attendance of the co-opted member.
- 30.10 Each Selection Committee shall nominate a duty rink for each section team on bowling days who will be responsible for the setting up of the rinks to be used for the Pennant event, setting up of the kitchen and Members Lounge and for refreshments as required and cleaning away after each pennant event.
- 30.11 Members may request a meeting with the Selection Committee to discuss their selection or rink preferences, this is not to take place on a pennant day, other than for Skips if the team selection is to be held on a pennant day.

### **31. Club Championship Committee**

- 31.1. The joint Chairpersons of the Club Championship Committee, two (2), shall be elected at the Annual General Meeting of the Section, who shall be responsible to and subject at all times to direction and control of the Section Committee.
- 31.3. The chairpersons shall each have the authority to co-opt any additional members to assist in the conduct of Club Championship bowls events, but the final decision on any matter within the Committee’s powers rests entirely with those Chairpersons.
- 31.4. The Club Championship Committee shall:
  - (a) Be responsible for recommending to the Section Committee the fixture of match Championship events.
  - (b) Prepare and put on display all entry forms for approaching bowls Championship events under their control giving timely notice.
  - (c) From the entries received prepare team and score cards, arrange the draw for the rinks and manage and control the events.
  - (d) Promptly forward to the Section Treasurer the nett proceeds of each bowls event under their control.
  - (e) Notify the Section of the winners of each club championship event in order to prepare the respective trophies.

## **PART 9 - FINANCIAL**

### **32. Club Funds**

- 32.1. All Club funds received are to be promptly passed/lodged with the Director of Finance or his/her nominee for deposit to the Club's bank accounts. If the funds received are nett of any expenses, a full and detailed accounting is required of receipts and disbursements
- 32.2. The Board will prepare an annual budget by June 30 after the AGM or a time agreed by the Board.
  - (a) Submissions from the Board, Section and Gaming Manager are to be made covering the likely expenditure for the following year.
  - (b) Expenditure estimates are to be sub-divided into Operating and Capital.
  - (c) Items over \$500 expenditure are considered Capital items unless they are maintenance spares or similar.
  - (d) Capital Expenditure items must have full supporting documentation.
  - (e) The Board may approve all or part of the Budget and Notify the Section and Gaming Manager of items approved or not approved and may offer reasons for each decision.
  - (f) Expenditure Authority under clause 33 must be obtained by the Proponent before committing the club to any expenditure, as funds available and timing of expenditure must be considered appropriate by the Board.
  - (g) Non-Budgeted expenditure must obtain Board approval under 33.2 (d) above, unless it is an emergency expenditure required to protect the club.

### **33. Expenditure Authority**

- 33.1. No expenditure over \$500 shall be incurred on behalf of the Club without the prior approval of the Board
- 33.2. No payment or withdrawal from Club funds shall be made without appropriate supporting documentary evidence (for example invoice, Club order form, Club letter of authority or minute of a Club meeting) approving the payment or withdrawal and signed by the respective Club officer
- 33.3. No financial commitment over \$500 shall be made on behalf of the Club without appropriate supporting documentary evidence (for example Club order form, Club letter of authority or minute of a Club meeting)

### **34. Books of Account**

- 34.1. Proper books of account shall be maintained at all times
- 34.2. All books and documents shall be available for inspection by Members on request

## **PART 10 – GENERAL**

### **35. Club Premises**

- 35.1. The Club premises shall be open to Members for such times and on such conditions as may be decided by the Board from time to time.
- 35.2. No more than three hundred and eighty (380) persons, being such number as the licenced premises can adequately accommodate, shall be permitted on such premises at any one time.

### **36. General Rules for Members/Visitors/Guests**

- 36.1. Club Members/visitors/Guests driving cars onto the Club property shall park the cars in the car park areas.

- 36.2. No objectionable language shall be allowed on the Club premises. Any infringement of this by-law may be brought to the notice of the Board who for each offence shall have the power to deprive the Member so offending of such privileges of the Club as the Board shall determine.
- 36.3. No Member shall remove from the Club premises or deface or damage any article being the property of the Club. Members removing or damaging an article being the property of the Club shall pay for the same at a price fixed by the Board.
- 36.4. The Club and all Members, visitors and guests shall adopt and comply with the Club Code of Conduct.
- 36.5. Grievance or disputes by:
- (a) a Member and another Member; or
  - (b) a Member and the Club
- are to follow the procedure set out in Section 26 of the Hampton Bowls Club Inc Constitution.

### **37. Club Registrar**

- 37.1. A Club Registrar shall be appointed by the Board.
- 37.2. From information supplied by the Director of Administration, the Club Registrar shall keep records of and issue membership lockers and keys.