

BANYO BOWLS CLUB INCORPORATED
BY-LAWS APPLICABLE TO BOWLS ADMINISTRATION INDEX

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1.

BY-LAWS APPLICABLE TO BOWLS ADMINISTRATION

1. MEN'S AND LADIES' DIVISIONS

The bowls administration of the Club shall be under the control of the Men's and Ladies' Divisions as defined in Rule 4 / 5 of the Constitution of the Club. The primary objective of the respective Divisions shall at all times be the promotion of the Objects of the Club as defined in Rule 3 of the Constitution of the Club. Wherein like with like procedures occur in these By - Laws reference to the Rules of the Constitution shall be made only to save repetition thereof.

2. COMMITTEES OF MANAGEMENT

1. Each Division shall be administered by a Committee of Management comprising -

President
Senior Vice President
Junior Vice President
Secretary
Division's Director on Board of Management
Games Director
Delegate to District Association
Two (2) Committee Members

All positions on Committee shall be honorary and elective.

2. At every Annual General Meeting of the respective Divisions, the Committee Members shall retire from office but if nominated shall be eligible for re-election.
3. Only financial Ordinary, Senior and Life Members shall be eligible to stand for and be elected to the Committee.
4. Any Member, who is an employee of the Club or holds office in any other Bowls Club, is not eligible for nomination or to hold office. Only financial Ordinary, Senior and Life Members of the respective Divisions shall be entitled to vote at any meeting of the respective Division.

3. COMMITTEE OF MANAGEMENT POWERS

Except as otherwise provided by these By- Laws the Committee shall have the powers to -

1. administer of the affairs of the Division, including the purchase, if necessary, of minor equipment for the efficient management thereof;
2. appoint sub Committees; and
3. cause to be prepared reports from President, Secretary, Games Director, Umpires and Coaches for submission to the Division's Annual General Meeting.

4. MEETINGS OF COMMITTEES

Meetings of the Committees elected under these By-Laws shall be held in a manner similar to that prescribed in Rule 27 of the Constitution of the Club for meetings of the Board of Management.

Provided that-

1. in lieu of a meeting of the Committee the members of a Division may, by resolution at an Annual General Meeting, determine to hold a General Meeting of members at which all financial Ordinary, Senior and Life Members are entitled to speak and vote;
2. a meeting of the Committee or members of a Division may be omitted in the month of January each year if so determined by the Committee or the members at the December meeting; and
3. a quorum at a meeting of a Committee shall be five (5) members and at a General Meeting of members held in lieu thereof shall be Nine (9) members.

5. **EXECUTIVE COMMITTEE**

1. The Executive Committee of the respective Divisions shall consist of the President, Senior and Junior Vice President, and Secretary. Three (3) members thereof shall constitute a quorum.
2. It shall be the duty of the Executive Committee to transact any urgent business of the Divisions, which may arise between Committee or General Meetings, and to submit a report of any such business transacted by it to the next meeting of the Committee or General Meeting of the respective Divisions as the case may be.

6. **CASUAL VACANCIES**

In the event of a vacancy occurring in the Committee of Management of a Division, by resignation or otherwise, the remaining Division's Committee of Management shall have the power at any time to appoint any eligible person to fill any casual vacancy until the next Annual General Meeting. In the case of resignation where a quorum cannot be present, the remaining Committee shall act but only for the purpose of calling a Special General meeting to fill the vacancy as aforesaid. If all members of a Committee resign, the Board of Management shall be empowered to call a Special General Meeting to fill all vacancies. In the event of the office of President becoming vacant, the position shall be filled by progression. In the event of more than one position becoming vacant, each position shall be voted for separately.

7. **GENERAL MEETINGS**

1. **Annual General Meeting**

The Annual General Meeting of the respective Divisions shall be held no later than 31st August on a date to be fixed by the Executive Committee. The meeting shall be called by giving not less than seven (7) days notice, by circular affixed to notice board and posted or delivered to each member, prior to the date of such Annual General Meeting. The business to be transacted shall be as follows-

- (a) Reading the notice convening the meeting.
- (b) Confirmation of Minutes of the previous Annual General Meeting and any Special General meetings held during the year.
- (c) Consideration and adoption of Annual Reports.
- (d) Election of Division Committee of Management.
- (e) Election of Selectors.
- (f) Appointment of Patron / Patroness.
- (g) General Business.

2. **Special General Meeting**

The respective Division's Secretary shall convene a Special General Meeting -

- (a) when directed to do so by the Committee; or
- (b) on the requisition, in writing, signed by not less than fifteen (15) financial Ordinary, Senior and Life Members, of the respective Divisions. Such requisition shall clearly state the reason why such Special General Meeting is being convened.

The meeting shall be called within fourteen (14) days after receipt of the requisition to do so by giving not less than seven (7) days notice by circular affixed to notice board and posted or delivered to each member, prior to the date of such Special General Meeting and stating the objects of the meeting and the resolution or resolutions proposed. No other business shall be transacted at such meeting. The inadvertent omission to give notice of a meeting to a particular member shall not invalidate the meeting.

3. **General Meeting**

The Executive Committee shall determine the method by which notice is to be given of a General Meeting of members convened in terms of By - Law 4.

8. **NOMINATIONS, BALLOT AND ELECTION PROCEDURES**

Nominations, Ballot and Election procedures shall be conducted as prescribed in Rule 32 of the Constitution of the Club.

9. **QUORUM**

At any Annual General, Special General or General Meeting of the Divisions Nine (9) members shall constitute a quorum.

10. **FINANCE**

1. **Financial Year**

The Divisions financial year shall end on 30th June each year.

2. **Funds**

- (a) All monies received by the Divisions shall be recorded, balanced and transmitted in the manner designated by the Board of Management.
- (b) The Club may make available an amount of petty cash for use of the Divisions and to be kept on the imprest system or alternately expenditure of less than \$100.00 may be recovered from the Club's petty cash float. Members out of pocket expenses supported by appropriate documentation may also be claimed in this manner.

11. **POSITION DESCRIPTIONS – EXECUTIVE AND COMMITTEE**

1. **President**

The President shall -

- (a) preside at all meetings of the Executive, Committee and General Meetings of members and attend to, or delegate, all matters and decisions, in a timely manner;
- (b) represent the Division or arrange appropriate representation on all occasions requiring official representation at Club, District, State and National level;
- (c) be an ex-officio member of all sub Committees except the Selection Committee;
- (d) welcome new members to the Club and Division;
- (e) prepare an annual report on the year's activities for the Annual General Meeting of the Division;
- (f) promote harmony, friendship and fellowship between all members of the Divisions and the Board of Management, District , State and National Associations; and
- (g) liaise with the caterer for the Divisions requirements.

2. **Vice Presidents**

The Vice Presidents shall -

- (a) assist the President in all matters concerning the Division and in any combined Divisional matters; and
- (b) in the absence of the President, carry out the duties normally performed by the President.

3. **Secretary**

The Secretary shall -

- (a) be responsible for the maintenance and upkeep of the Division's administrative records including minutes of Executive, Committee and General Meetings, membership registration records, correspondence and information supplied to and received from District, State and National Associations;
- (b) ensure that procedures are in place for proper accounting for any monies that come into the control of the Division;
- (c) prepare minutes of Executive, Committee and General Meetings to accurately record the proceedings thereat;
- (d) present such minutes for confirmation to the next succeeding Executive, Committee or General Meeting as the case may be;

4.

- (e) following the confirmation or amendments of the minutes have the meeting Chairman sign the minute book as being a correct record of proceeding at the relevant meeting;
- (f) attend to correspondence and implement instructions as may be properly directed by the President, Executive, Committee or members at a General Meeting;
- (g) organize sponsorship for special days and issue invitations to these events;
- (h) display all relevant notices on the Club notice board;
- (i) bring to notice of the President and/or Executive as may be appropriate matters of urgency arising between scheduled meetings;
- (j) liaise with Secretary to the Board on membership recording and other matters which require dialogue between the Board and the respective Division;
- (k) liaise with the Games Director in the submission to the Board of Event Notification Forms in respect of proposed forthcoming events;
- (l) issue appropriate clearances on the receipt, in writing, of requests from members;
- (m) following the conclusion of the financial year prepare reports on the administration of the affairs of the Division over the preceding year for presentation to the Annual General Meeting of the Division and forward same to the Board of Management;
- (n) prepare all documentation for Nominations, Ballot and Election procedures as prescribed in Rule 32 of the Constitution of the Club and By- Law 8; and
- (o) maintain a stock of hat bands, badges and shirts and appropriately record the issue or sale thereof.

4. Directors on the Board of Management

The Division's Directors on the Board of Management shall -

- (a) attend meetings of the Board of Management and raise such matters as may be directed from time to time by the Committee or General Meeting of members as the case may be; and
- (b) report back to the next succeeding meeting of the Committee or General Meeting of members as the case may be on the Board's response to the matters raised and any other proceedings at the Board meeting which may affect the operations of the Divisions.

5. Games Director Men's Division

The Games Director shall –

- (a) be responsible to the Committee for the conduct of Club Championships and other events allocated to the Club by the District, State and National Associations;
- (b) in the case of Club Championships conduct the events in accordance with the Conditions of Play approved by the Committee; and
 - (i) collect and appropriately account for nomination and green fees;
 - (ii) conduct any draws required in the presence of two (2) witnesses;
 - (iii) appoint markers and umpires as required;
 - (iv) liaise with the Greens Director and / or Greenkeeper as to the preparation and allocation of rinks required
 - (v) allocate rinks for play; and
 - (vi) arrange appropriate publication of results; and
- (c) in the case of events conducted on behalf of District, State and National Associations be responsible through the Committee, to the Controlling Body for the conduct of the events in accordance with the Conditions of Play determined by the Controlling Body.

6. Games Director Ladies' Division

The Games Director shall -

- (a) be a member of the Selection Committee and participate in all the activities and functions of that Committee;
- (b) be responsible to the Committee for the conduct of Club Championships and other events allocated to the Club by the District, State and National Association; and
- (c) in the case of Club Championships conduct the events in accordance with Conditions of Play approved by the Committee; and

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- (i) collect and appropriately account for nomination and green fees;
 - (ii) conduct any draws required in the presence of two (2) witnesses;
 - (iii) appoint markers and umpires as required;
 - (iv) liaise with the Greens Director and / or Greenkeeper as to the preparation and allocation of rinks required
 - (v) allocate rinks for play;
 - (vi) arrange appropriate publication of results; and
- (d) in the case of events conducted on behalf of the District, State or National Associations be responsible, through the Committee, to the Controlling Body for the conduct of the events in accordance with the Conditions of Play as determined by the Controlling Body.

7. Delegates to the District Association

The Delegates to the District Association shall -

- (a) attend the respective District Association meetings, or if unable to do so, arrange an appropriate proxy, and shall vote thereat as instructed by the Committee or General Meeting of members as the case may be; and
- (b) report fully to the next succeeding meeting of the Committee or General Meeting of members as the case may be on any proceedings at the District meeting which affect the operations of the Division.

8. Committee Members

The Committee Members shall perform such reasonable duties as may be directed by the President.

12. POSITION DESCRIPTIONS - OTHER THAN EXECUTIVE AND COMMITTEE

1. Selection Committee Men's Division

- (a) A Selection Committee of not more than three (3) members shall be elected at the Annual General Meeting.
- (b) In the event of the death or resignation of a member of the Selection Committee the Committee of Management shall have the power at any time to appoint any eligible person to fill the casual vacancy until the next Annual General Meeting..

The Selection Committee shall -

- (i) be subject to the direction of the Committee of Management on matters of general policy only;
- (ii) prepare score cards for and conduct play which requires selection;
- (iii) properly account for any fees collected;
- (iv) appoint umpires required for matches under its control;
- (v) appoint side managers for selected sides;
- (vi) allocate rinks for play;
- (vii) arrange completion of scorecards and result sheets;
- (viii) transmit results of pennants play to the District Association;
- (ix) arrange media publication of results where appropriate; and
- (x) liaise with the Ladies' Division Selection Committee in the selection of teams for mixed bowls e.g. for intra club and inter-club competition and for play with visiting social bowls clubs.

2. Selection Committee Ladies' Division

- (a) Not more than three (3) members shall be elected as Selectors at the Annual General Meeting and such members together with the Games Director shall constitute the Selection Committee.
- (b) In the event of the death or resignation of a member of the Selection Committee the Committee of Management or a General Meeting of members may appoint any eligible person to fill the vacancy.

The Selectors shall -

- (i) be subject to direction of the Management Committee on matters of general policy only;
- (ii) prepare scorecards for and conduct play which requires selection;
- (iii) properly account for any fees collected
- (iv) appoint umpires required for matches under its control;
- (v) appoint side managers for selected sides;
- (vi) allocate rinks for play;
- (vii) arrange completion of scorecards and result sheets;
- (viii) transmit results of pennants play to the District Association;
- (ix) arrange media publication of results where appropriate; and
- (x) liaise with the Men's Division Selection Committee in the selection of teams for mixed bowls e.g. for intra club and inter-club competition and for play with visiting social bowls clubs.

3. Pennant Side Managers

The Selection Committee shall appoint a Manager for each Pennant side.

Pennants Side Managers shall -

- (a) check on the presence of all players of the side as recorded on the score cards prepared by the Selection Committee;
- (b) conduct the draw for rinks with the opposing side manager; and
- (c) complete the result sheet and ensure its prompt transmission to the Selection Committee.

4. Junior Bowlers Co-ordinator

A meeting of the combined Executive Committees of the Men's and Ladies' Divisions shall appoint a Junior Bowlers Co-ordinator to liaise with junior bowlers to ensure their participation in the sport of lawn bowls is to the mutual advantage of the junior bowlers and the Club.

The Junior Bowlers Co-ordinator shall –

- (a) introduce the junior bowlers to the various officers of the appropriate Division and explain the etiquette and practices associated with the sport of lawn bowls;
- (b) arrange with the Coaching Co-ordinator for the appropriate coaching of junior bowlers;
- (c) keep the relevant Division advised of the progress of the junior bowlers; and
- (d) obtain and keep current a Positive Notice Blue Card.

5. Umpires Co-ordinator

A meeting of the combined Executive Committees of the Men's and Ladies' Divisions shall appoint an Umpires' Co-ordinator.

The Umpires' Co-ordinator shall -

- (a) be an accredited National Umpire;
- (b) keep a register of the Club's accredited National Umpires;
- (c) compile reports in regard to umpiring activities at the Club as required by District, State and National Associations;
- (d) convene meetings of umpires as may be appropriate;
- (e) liaise with the Games Directors of the respective Divisions in regard to the appointment of umpires for specific events;
- (f) advise umpires promptly of any information received by the Club in regard to law changes and other matters relating to their duties as umpires;
- (g) ensure that each accredited National Umpire has an up-to-date copy of "Laws of the Sport of Bowls";
- (h) advise and assist intending applicants for accreditation as National Umpires; and
- (i) obtain and keep current a Positive Notice Blue Card and ensure that the Club's registered umpires do likewise.

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6. Coaching Co-ordinator

A meeting of the combined Executive Committees of the Men's and Ladies' Divisions shall appoint a Coaching Co-ordinator.

The Coaching Co-ordinator shall -

- (a) be an accredited National Coach;
- (b) keep a register of the Club's accredited National Coaches;
- (c) compile reports in regard to coaching activities at the Club as required by District, State and National Associations;
- (d) convene meetings of coaches as may be appropriate;
- (e) liaise with the Committees of the respective Divisions to ensure coaching services are available to all members and particularly to new bowlers;
- (f) advise coaches promptly of any information received by the Club relative to their duties as coaches;
- (g) advise and assist intending applicants for accreditation as National Coaches; and
- (h) obtain and keep current a Positive Notice Blue Card and ensure that the Club's registered coaches do likewise.

13. CONDUCT OF DIVISIONS' CLUB CHAMPIONSHIPS

1. Club championships may be conducted in such events and on such conditions as the Committee or General Meeting of members may determine.
2. The Controlling Body for such events shall be the Committee of the respective Division. Authority to adjudicate on disputes may be delegated to a committee comprised of the President, Secretary, Games Director and the Umpire of the day.

14. CONDUCT OF MIXED CLUB CHAMPIONSHIPS

1. The Controlling Body for the conduct of Mixed Club Championships shall be a committee comprised of the Presidents and Games Directors of the respective Divisions.
2. Mixed Championships shall be conducted in such events and on such conditions as the Controlling Body may determine.

15. LAWS OF THE SPORT OF BOWLS

"The Laws of the Sport of Bowls" as amended from time to time shall be the laws pertaining to Club Championship games. Domestic Conditions of Play may be formulated for other Club Games.

16. REGISTRATION FOR PLAYING DAYS

The closing time for registration on playing days shall be forty five (45) minutes before the scheduled time for commencement of play.

17. TROPHIES

1. Trophies offered to a Division by way of sponsorship shall be played for under such conditions as may be determined in consultation between the Executive Committee and the sponsor.
2. Where sponsorship is not involved the amount to be provided as trophies shall be determined in negotiations between the Executive Committee and the Board of Management.

18. ATTIRE

Subject to any changes from time to time required by an amendment of "The Laws of the Sport of Bowls", the Controlling Body shall be responsible for ensuring that all players, markers and umpires wear the correct attire. Attire shall be in compliance with the directions of the District, State and National Association provided that the Committee may prescribe a dress code for roll-ups and special social events which are not subject to District, State or National Association jurisdiction.