



HALLS HEAD BOWLING & RECREATION CLUB (Inc.)

CLUB BY-LAWS

Note to Executive: CLUB POLICIES AND BY-LAWS ALL UNDER BY-LAWS

STANDING ORDERS INSERTED

Liquor Licencing rules deleted and put in constitution on the advice of Liquor Licencing.

Pets and First Aid clauses removed.

Casting vote and motions carried or defeated went from Constitution to Standing Orders.

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Appendix A

Standing Orders

1. Order of Business – Annual General Meetings
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3. Order of Business – Executive Committee
4. Rules of Debate Applicable to all Meetings

CLUB BY-LAWS Moved from Constitution

1. Official Club Colours & Emblem

- 1.1 Royal Blue, Light Blue, Red, Yellow
- 1.2 Members shall not be permitted use of the Club Emblem for personal or any other purpose without the express prior approval of the Executive Committee.

Commented [PS1]: Suggest we add.

2. Amendments to these By-Laws Changed

No By-Law shall be amended or repealed nor shall any new By-Law be made except when accepted on a vote of a simple majority of the members present at an AGM or SGM convened for that purpose.

- 2.1 Notice of any proposed amendment, repeal or addition must be given by notice in writing to the Secretary.
- 2.2 Such notice shall be posted on the Club Notice board for not less than ten (10) days before the date appointed for the holding of such meeting for any proposal to so amend, repeal or add to the By-laws.

3. Honorary Life Membership – Election added 17.12.07 amended 12.11.12

- 3.1 The Executive Committee shall form a sub-committee of Members to review the submissions made for Honorary Life Membership at least ten (20) days before the AGM and pass their recommendations back to the Executive Committee, for final endorsement.
- 3.2 At the AGM the President shall announce the name/s of the successful candidates for Honorary Life Membership and present the relevant badge.
- 3.3 The Committee shall decide annually the number of Members who may receive Honorary Life Membership.
- 3.4 Nominations for Honorary Life Membership must be received by the Secretary sixty (60) days prior to the AGM.

4. Financial Expenditure Changed Wording

- 4.1 The Finance Committee shall have an overseeing responsibility to make urgent decisions or to take necessary action to ensure the smooth running of the Club. Any action taken to be presented at the next Executive Committee meeting.
- 4.2 All payments up to \$500 may be authorized by the Secretary, or a person authorized to do so by the Executive Committee, and shall be paid from Petty Cash or by electronic transfer into the Payee's bank account.
- 4.3 Payments from \$501 up to \$2,000 can be approved by at least two Members of the Finance Committee on the presentation of a receipt.
- 4.4 No payments from \$2001 up to \$20,000 shall be made on any new object or project without prior authorization by the Executive Committee.
- 4.5 No payments in excess of \$20,000 shall be made without the approval of the Members at a General Meeting.

5. Annual General Meeting Moved from Constitution

The Annual General Meeting of the Club shall be held in the month of May unless otherwise ordered by the Committee.

6. Quorum for General Meeting Moved from Constitution

- 6.1 A minimum of ten (10) percent of members eligible to vote shall form a quorum.
- 6.2 If a quorum is not present within thirty (30) minutes of the appointed time for the meeting, it shall stand adjourned for seven (7) days.
- 6.3 If after such adjournment there is still no quorum, those present shall have the power to discharge the business.

7. Quorum for a Committee Meeting Moved from Constitution

- 7.1 A quorum for a Committee meeting shall be fifty (50) percent, rounded to the lowest whole number plus one (1) of the Committee shall form a quorum.
- 7.2 If a quorum is not present within thirty (30) minutes of the time scheduled for the commencement of the meeting, the meeting will stand adjourned for one week at the same hour.

7.3 If at such adjourned meeting, no quorum be present, those present shall have the power to transact the business of such meeting.

8. Results of Ballots Moved from Constitution

- 8.1 Two counters shall be appointed prior to a ballot, one of whom may be the returning officer.
- 8.2 All votes shall be recorded by marking on the paper a tick opposite the name of each candidate of choice.
- 8.3 All votes shall be counted as primary votes of equal rank
- 8.4 The candidate receiving the highest number of votes shall be the successful candidate. The candidate receiving the next highest votes is the next successful candidate and so on until the number of candidates require is complete.
- 8.5 If two or more candidates receive the same number of votes the Returning Officer shall determine by a draw for the successful candidate or candidates.
- 8.6 If a candidate is successful in more than one ballot, that candidate is allocated to the higher position.
- 8.7 The order of counting for Directors of standing committees, will be as listed on the nomination form.
- 8.8 In the counting of votes for any lower position a successful candidate for a higher position shall be the first to be eliminated from the ballot for the lower position.
- 8.9 A candidate may nominate a scrutineer.

9. Returning Officer Moved from Constitution

- 9.1 The Returning Office is responsible for overseeing the elections.
- 9.2 The returning officer shall count the votes, with the assistance of another member nominated by the Executive committee.
- 9.3 He shall inform the Chairman the results of the ballot.
- 9.4 The returning officer shall be responsible for destroying the ballot papers.

10. Scrutineers Moved from Constitution

- 10.1 A candidate may nominate in writing to the Returning Officer a Scrutineer to represent him at the ballot.
- 10.2 A Scrutineer may be present throughout the ballot count and may query the inclusion or exclusion of any vote in the count but the Returning Officer shall have the final determination of any votes so queried.
- 10.3 Scrutineers do not count the ballot papers.

11. Awards – Badges

A Member may be awarded a Long Service Badge after serving fifteen (15) years of uninterrupted membership with the Halls Head Bowling & Recreation Club (Inc)

12. Bowling Greens

The respective Match Committees shall have exclusive use of sufficient greens to conduct Association, pennant & Club competitions and official practice.
Official practice times are to be approved by the Greens Committee
Food or drink, is not to be consumed while on the bowling green.

13. Bowling Honours Reworded

Bowlers who win club championships will have their names inscribed on the championship honour boards.
Other winners of prestigious events may have their photos displayed in the photo gallery.

14. Reciprocal Bowlers. Changed Name From Bowling Visitors

The club encourages the attendance of visitors from other clubs to participate in organized competition. Regular visitors may be advised that an application for membership is required, if the number of visits in any one year exceeds three (3), to allow the player to further utilize Club facilities on an equitable basis with Bowling members.

15. Business Activity on the Premises.

No person shall conduct his/her business or profession on or about Club premises and no person shall make use of the Club name or facility of the club for the purposes of advertising privately or publicly, without the prior permission of the Executive Committee.

16. Coaching – New Members

- 16.1 Prospective new bowlers, prior to commencing coaching classes, in the company and under the supervision of any bowling or restricted member, shall be allowed to participate in a reasonable number of roll ups.
- 16.2 A new bowler shall attend an approved coaching class prior to playing in an organized competition.
- 16.3 When the new bowler is considered sufficiently competent he may play in organized competition provided membership has been approved and fees paid.

17. Competition Fees

- 17.1 Entry fees for club events shall be set by the Executive Committee. Any variations can only be made by the Captain/s, in consultation with the Treasurer, and with the approval of the Executive Committee.
- 17.2 Prize money shall be according to a formula decided by the Executive Committee, based on the number of players in an event or available sponsorship.
- 17.3 The distribution of prize money shall be decided by the Match Committee.
- 17.4 Entry fees for open events shall be recommended by the Controlling Body to the Executive Committee for approval.

18. Changes to Bowling Bylaws Added

All changes made by the respective Bowling Sections to their By-Laws and Conditions of Play shall be accepted by the Executive Committee providing they are in keeping with the objects and rules of the Club, and have been changed according to the Bowling By-laws at a legitimately convened Bowls Meeting.

19. Club Bowling Events.

- 19.1 Club committees requiring the use of the club facilities for specific functions or bowling events shall reserve the facilities for the date and period required.
- 19.2 All reservations will be made through the club office.

20. Club Dress Code

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

21. Club Uniforms Clarified

All uniforms shall be decided upon by the Bowling members and approved by the Executive Committee. See Dress Code in Men's and Ladies' Bowls By-Laws.

22. Correspondence. All Club and Bowls committee correspondence shall be received and sent by the relevant club secretaries on club letterhead unless specifically directed by a decision of the Executive Committee or a Bowls Committee.

23. Complimentary Drinks Reworded.

An Executive Committee member may authorize the issue of complimentary drinks.

24. Corporate Bowlers. Added

Corporate bowlers may use greens for practice. Members must always have priority. Practice must not be done on a green being used for competition.

25. Designated Smoking Areas Reworded.

- 25.1 The interior of the Clubhouse is designated as a smoking free area.
- 25.2 Additionally, in accordance with the health act, outside smoking areas will be designated by signage.

26. Duties of the Directors Minor changes as submitted by directors

- 26.1 The Directors shall:
- 26.1.1 Attend monthly Executive Committee Meetings and report, in writing on progress and activities of the relevant Standing Committee.
 - 26.1.2 Attend Bowls Committee Meetings in an ex-officio capacity, when necessary.
 - 26.1.3 Manage the Committee in the execution of their allocated duties.
 - 26.1.4 Draw up and distribute rosters for volunteers.
 - 26.1.5 Provide financial statements when applicable to the Executive Committee and make all supporting dockets and receipts available to the Treasurer.
 - 26.1.6 Liaise with other standing and bowls committees where applicable.
 - 26.1.7 Ensure staff, employed on behalf of their committee, fulfil the obligations as set down in their contracts.
 - 26.1.8 Make decisions within the Rules, By-Laws and Policies of the Club.
- 26.2 The Director may: _____
- 26.2.1 Co-opt a Committee to help carry out his duties.
 - 26.2.2 Delegate his responsibilities to a committee member when unavailable to or unable to, fulfil his/her duties except that a committee member acting for the Director may only attend the Executive Meeting if invited by the Executive President.
- 26.3 In addition to Clause 26.1 and 26.2, the directors shall have the following responsibilities.
- 26.4 Greens Director**
- 26.4.1 Liaise with the Match and Selection Committees in meeting all match and practice requirements.
 - 26.4.2 Ensure the greens and equipment are maintained in good order.
 - 26.4.3 Ensure that all personnel adhere to safe work practices.
 - 26.4.4 Recommend rule changes necessary for preservation and upkeep of greens to the Executive Committee.
 - 26.4.5 Form a sub committee to look after grounds whose duties shall be
 - 26.4.5.1 Maintain the gardens and surrounds.
 - 26.4.5.2 Do repairs as required.
 - 26.4.5.3 Liaise with greens director when hardware needs to be purchased.
 - 26.4.5.4 Keep all tools clean good working order and locked away when not in use.
- 26.5 Bar Director**
- 26.5.1 Support the Bar Manager in their duties and responsibilities.
 - 26.5.2 Work with Bar Manager in dealing with all issues relevant to the bar.
 - 26.5.3 Ensure a good working relationship between different areas of the Club that effect the bar.
 - 26.5.4 Ensure that procedures are maintained to secure cash, stock and bar premises.
 - 26.5.5 Enforce Club By-Laws and Policies on all issues relevant to the bar.
 - 26.5.6 Ensure the bar is presented in an efficient and healthy standard.
 - 26.5.7 Monitor bar performance indicators.
 - 26.5.8 Be aware of liquor laws and regulation
- 26.6 Catering Director**
- 26.6.1 Obtain, prepare and distribute food stuffs for approved catering events.
 - 26.6.2 Be responsible for maintaining the kitchen in a safe and clean condition in accordance with the City of Mandurah Health Regulations.
 - 26.6.3 Recruit volunteers to assist in the purchasing, preparation, cooking and distribution of meals and snacks.

- 26.6.4 Organize the services of an outside caterer when required within any guidelines that may be set by the Executive Committee from time to time.
 - 26.6.5 Reserve the right to accept or refuse catering responsibilities for private functions.
 - 26.6.6 Ensure that alcohol is not consumed in the kitchen.
- 26.7 Social Director**
- 26.7.1 Program in advance a calendar of social events.
 - 26.7.2 Engage entertainers or any other service permitted under the liquor Licensing Act within any guidelines that may be set by the Executive Committee from time to time.
 - 26.7.3 Conduct, arrange and supervise regular fund raising and social activities.
 - 26.7.4 Recruit volunteers to assist in organizing fundraising and social activities
- 26.8 House Director**
- 26.8.1 Be responsible for maintaining the clubhouse in a safe and clean condition in accordance with the City of Mandurah Health Regulations.
 - 26.8.2 Recruit Club members to affect such repairs and maintenance of the Club as falls within their capabilities.
 - 26.8.3 Approve fixtures to Club walls.
 - 26.8.4 Approve Club furnishings.
 - 26.8.5 See to routine maintenance of air conditioners, heaters, speaker system etc.
- 26.9 Sponsorship Director**
- 26.9.1 Keep the Executive Committee/ Treasurer informed on all sponsorship deals.
 - 26.9.2 Consult with both Bowl's Captains and Treasurer to make decisions on the allocation of sponsorship.
 - 26.9.3 Manage co-opted members in the execution of their allocated duties.
 - 26.9.4 Ensure that a co-opted member is conversant with and follows the correct procedures when visiting sponsors and that all paperwork is relevant and attended to.
 - 26.9.5 At the end of each season revise and update sponsorship file.
 - 26.9.6 Through the Club Secretary, send out requests for sponsorship to all current sponsors at the beginning of the financial year. Ensure each sponsor receives details of sponsorship his sponsorship.
 - 26.9.7 Visit as many sponsors, as time allows, personally.
 - 26.9.8 Arrange with the treasurer to send invoices to those intending to sponsor.
 - 26.9.9 Arrange advertisements for new sponsors and remove sponsor advertisements of those discontinuing sponsorship.
- 26.10 Finance Director**
- 26.10.1 Attend monthly Executive committee meetings and provide a brief written report containing details of all projects currently being undertaken.
 - 26.10.2 Liaise with other directors as appropriate with regard to these projects and any recommendations being presented.
 - 26.10.3 Liaise regularly with club treasurer on monthly club financial reports, income and expenditure statements, balance sheet and key performance indicators (kpi's)
 - 26.10.4 At end of financial year, review the completed annual financial statements with the treasurer prior to them being sent to the auditors for the annual audit.
 - 26.10.5 Advise on an annual basis which kpi's are required and the relevant targets for the forthcoming financial year.
 - 26.10.6 At financial year end, review the actual results against targets and adjust as appropriate.
 - 26.10.7 Co-opt suitably qualified members to the finance committee and hold regular meetings with those persons on financial matters.

- 26.10.8 Assist with formulating club policy on financial matters as directed by the Executive committee.
- 26.10.9 Direct and report on any 'internal audit' projects that are identified and assigned for action and work with the treasurer, secretary or other directors as required.

27. Flag at Half Mast

The Club flag shall be flown at half-mast on the death of all members past and present member.

28. Keys

- 28.1 Keys to the facilities shall be kept to an absolute minimum and only issued to such persons as considered essential and approved by the Executive Committee.
- 28.2 A registry of such keys is to be kept by the secretary.

29. Membership Cards. Changed to suit new system.

- 29.1 Members Cards shall be issued to all members.
- 29.2 The card can be used in areas of the Club where payment is required.
- 29.3 Money can be added to the card by cash or EFT.
- 29.4 A full refund of money on the card will be refunded if the card is cancelled.
- 29.5 The Club is not responsible in a disagreement of holdings once receipts are produced.
- 29.6 The card holder can obtain a copy of transactions from any point of sales (POS) terminal or from the office.

30. Credit.

No credit shall be given to members or non members.

31. Notice Boards and Wall Fixtures.

- 31.1 No member shall post any notices without the consent of the controlling office bearer and only on notice boards specified for the particular type of notice.
- 31.2 The fixing of any type of boards or pictures etc. to walls of the clubhouse shall be decided by the House Director and approved by the Executive Committee.

32. Parking

The club Executive may from time to time allocate appropriate parking to officials.

33. Restricted Areas

Only members who are authorized and/or on roster may enter the office, kitchen, bar or cool room areas.

34. Record of Revisions

Number	Date Revised	Date Approved	Section Revised	Revision
1	08/02/2021		review	Revision A

END

**Appendix A
STANDING ORDERS**

- 1. ORDER OF BUSINESS : ANNUAL GENERAL MEETINGS**
 - 1.1 Apologies and Obituaries
 - 1.2 Confirmation of Minutes of last Annual General Meeting and any Special General Meeting held since the preceding Annual Meeting.
 - 1.3 Business arising therefrom
 - 1.4 Presidents Report
 - Receipt
 - Adoption
 - 1.5 To receive the Annual Balance Sheet, Profit and Loss and accompanying accounts. Auditors Report and adoption of the same or otherwise
 - 1.6 Presentation of next year's Budget
 - 1.7 To receive Committee Reports and receipt of same or otherwise
 - 1.8 To elect a:
 - Patron
 - Officers of the Club
 - Auditor of the Club
 - 1.9 Such business as shall be brought forward of which due notice has been given.
 - 1.10 Recommendations to Committee of which prior notice is not required.
- 2. ORDER OF BUSINESS : SPECIAL GENERAL MEETINGS**

As directed by the Chairman
- 3. ORDER OF BUSINESS : EXECUTIVE COMMITTEE**
 - 3.1 Apologies
 - 3.2 Minutes of previous Committee Meeting
 - Receipt
 - Adoption
 - 3.3 Business arising from the Minutes
 - 3.4 Correspondence
 - Receipt of Inwards
 - Confirmation of Outwards
 - 3.5 Treasurers Report
 - Statement
 - Accounts for Payment
 - 3.6 Membership
 - 3.7 Reports: President and Directors.
 - 3.8 Business pursuant to Notices of Motion
 - 3.9 General Business
 - 3.10 Ordinary Members Question and Recommendation Time
- 4. RULES OF DEBATE APPLICABLE TO ALL MEETINGS**
 - 4.1 The only permissible discussion on the motion for confirmation of the minutes shall be as to the accuracy of the record. Objections on this matter must be moved, seconded and voted upon.
 - 4.2 Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, but the following formal motions may be moved, received and put to the meeting:-
 - 4.2.1 For permission to withdraw a motion or amendment
 - 4.2.2 That the question be now put.
 - 4.2.3 To proceed to the next business
 - 4.2.4 To defer consideration to a stated time (adjournment of debate).
 - 4.2.5 To amend
 - 4.2.6 To refer
 - 4.2.7 To discuss the action of a member who has been named by the Chair.
 - 4.2.8 To extend the time limit.
 - 4.2.9 That the motion or communication lie on the table

Motions (4.2.1) to (4.2.3) shall have precedence in the order given and there shall be no debate on motions (4.2.2) and (4.2.3).

- 4.3 Amendments to a Motion
 - 4.3.1 Only one amendment shall be considered at a time.
 - 4.3.2 One person shall move one and only one amendment but may speak on all other amendments.
 - 4.3.3 A mover of an amendment has no right of reply.
 - 4.3.4 The mover of the original motion shall exercise the right of reply at the end of the debate on the first amendment, and may not move an amendment but may speak to all amendments.
 - 4.3.5 Amendments shall be taken in the order in which they effect the terms of the motion.
 - 4.3.6 No amendments shall be allowed with regard to those parts of the motion which have already been determined.
- 4.4 An amendment must be relevant to the substantive motion. It may not be a simple negation of the motion and if its effect is to negate the motion it must include a reasoned alternative course of conduct
- 4.5 Before any motion is put to the meeting the Chair may require that it be committed to writing and handed to the Chair.
- 4.6 The Chair shall have the power to refuse the closure motion (that the question be now put).
 - 4.6.1 It shall not be permissible for any person who has spoken in any debate to move the closure of such debate.
 - 4.6.2 If the closure motion is carried the mover of the original motion shall have the right of reply before the question is put.
 - 4.6.3 The Chair shall have the right to accept foreshadowed amendments whilst an amendment is before the meeting.
- 4.7 In all debates, not more than two speakers, including the mover and seconder shall follow successively on the same side of the question. If two speakers have spoken and there be no speaker to take the opposite view, the question shall be put forthwith.
 - 4.7.1 The Chairman shall have the right of debating on any question under discussion, but first must leave the chair and not resume until the question has been resolved.
- 4.8 Once all amendments have been dealt with and there being no further amendments proposed, the Chair shall put the substantive motion to the vote.
- 4.9 It shall be the duty of the Chair to preserve order so that the business may be conducted in due form and with propriety.
- 4.10 In the event of unruly behavior by any Member/s, the Chairman shall warn the offending Member/s. Should the unruly behavior continue the Chairman may call for a motion to deal with the matter.
 - 5.10.1 In the case of disorder arising, the Chair shall have the power to adjourn the meeting to a time he/she shall fix and leaving the Chair shall terminate the meeting.
- 4.11 It shall be the duty of the Chair to call to order a speaker who violates any rule of debate and the privilege of any member to raise a point of order.
- 4.12 When more than one member rises at the same time to speak, the Chair shall decide who shall be heard first.

- 4.13 Questions may also be allowed when a speaker has finished.
- 4.14 At a committee meeting a member may be allowed to speak more than once.
- 4.15 A motion or amendment having been submitted to a meeting may not be withdrawn without the consent of the meeting.
- 4.16 All questions shall be decided on the voices or a show of hands as the Chair thinks fit, but any financial member entitled to vote may demand a division or ballot. The request for a division or ballot must be made within a reasonable time of the declaration by the Chair.
- 4.17 A member requesting information or wishing to ask a question at a meeting shall do so through the Chair.
- 4.18 Notice in writing must be given to the Secretary of intention to move to rescind any resolution of the Club. Such notice shall be given at least two weeks before the meeting at which it is to be dealt with and must appear on the business paper for that meeting, and on the Club notice board.
- 4.18.1 Either three calendar months must have elapsed, or a 3/4 majority of those members present and entitled to vote must be in favour of resubmission of any business that has already been decided by the Club.
- 4.19 The operation of Standing Orders relative to the "Order of Business" may be suspended for a specified time and for a specific purpose on the carrying of a motion without notice by a 3/4 majority of members present and entitled to vote. The "Order of Business" shall not be suspended more than twice during a meeting.
- 4.20 Provided that no speaker is on his feet and addressing the Chair, it shall be permissible for any member entitled to vote to move or second that the meeting be adjourned to a specific time and place. Such motion may be treated as an ordinary motion except that :-
- 4.20.1 It may interrupt debate
- 4.20.2 The mover may not have the right of reply
- 4.21 Motions of which notice has been given shall be dealt with in the order in which they are received by the Secretary.
- 4.21.1 All notices of motion must be in writing and must be given at least two weeks prior to the meeting at which they are to be dealt with.
- 4.22 Voting by the Chair:-
The Chairperson shall be entitled to their vote as an Ordinary member and shall be at liberty to exercise a casting vote with the proviso that such vote should be used to retain the status quo.