



HALLS HEAD BOWLING & RECREATION CLUB (INC)

LADIES' BOWLS BY- LAWS

Adopted 12th February, 2007

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I. LADIES' BOWLS BY-LAWS

1. Amendments.
 - (a) Amendments to these By-Laws shall be approved by a majority of those present at a General Meeting.
 - (b) All changes shall be approved by the Executive Committee providing they are in keeping with the objects and rules of the Club.
2. Meetings of Ladies' Bowling Committee.
 - (a) The Committee shall meet at least monthly at such place and at such dates as decided by the committee.
 - (b) 50% of the number of Committee Members (taken to the lower whole number) plus one (1) shall form a quorum.
3. Elections. Refer to the Club rules 13.2 and 14
In addition to those office bearers elected under the Club rule 13.2 the Annual General Meeting of female Honorary Life Members and financial Ordinary Members will elect:
 - (a) Three match Committee members who will be nominated and elected under the same conditions as other elected office bearers of the Club.
 - (b) Four Selectors who will be nominated and elected under the same conditions as other elected office bearers of the Club.
 - (c) No member of the Ladies' Committee shall hold two (2) positions on that committee, however, a Committee Member may be elected to serve on the Match or Selection Committee.
4. Delegates. Rule 13.2 (c) Adopted 4th May 2009
 - (a) The delegates to the MBL shall be the Captain or the Vice Captain and the Chairman of Selection.

Adopted 8th August 2011

 - (b)
 - (i) The Murray League Selector shall be elected as required by the Murray League Rules.
 - (ii) The Murray League Selector shall be nominated and elected at the same time and in accordance with the same rules as the other members of the Ladies Bowls Committee, except that the Murray League Selector shall not be a member of the Ladies Bowls Committee unless she is also elected to a position on that committee.
5. Annual General Meetings. (AGM)
 - (a) The AGM shall be held within a period four weeks prior to the Club AGM.
 - (b) Notice shall be given to members by posting a notice on the Ladies' Bowls notice board at least 28 days prior to the meeting.
 - (c) A quorum shall comprise not less than 10% of female Honorary Life Members and Ordinary Members. If a quorum is not present, the meeting shall be adjourned one week and if there is no quorum at the second meeting those in attendance shall discharge all business.
 - (d) The order of the business shall be:
 - (i) Confirmation of the minutes of previous AGM and any SGM's held since the last AGM.
 - (ii) President's Report
 - (iii) Captain's Report
 - (iv) Selector's Report
 - (v) Such other reports as determined by the Bowls Committee.
 - (vi) Motions on Notice.
 - (vii) General business.
 - (viii) Election of Officers

6. Quarterly meetings.
 - (a) These shall be held in August, November and February and may take place of the monthly Committee Meeting.
 - (b) 10% of female Honorary Life Members and Ordinary Members, shall form a quorum.
 - (c) If no quorum is present then the committee shall discharge the business of the month.
 - (d) If the meeting deems a specific matter requires notice of motion then resolution of the matter shall be postponed until the following General Meeting.
7. Special General Business.
 - (a) A SGM may be called by the Bowl's Committee to resolve a particular issue that cannot be delayed until the next General Meeting.
 - (i) The meeting shall be held at a date that allows time to notify the members.
 - (ii) 10% of female Honorary Life Members and Ordinary Members shall form a quorum.
 - (iii) If a forum is not present 30 minutes after appointed time the Bowl's Committee may discharge the business.
 - (b) A SGM shall be held on written request to the Bowl's Secretary stating the reason for the meeting and signed by not less than 20% of female Honorary Life and Ordinary members.
 - (i) The meeting shall be held within twenty one (21) days of receiving the written request. A Notice stating the intention of the meeting shall be posted on the notice board not less than fourteen (14) days prior to the meeting.
 - (ii) 20% of female Honorary Life and Ordinary Members shall form a quorum.
 - (iii) If a quorum is not present 30 minutes after the appointed time the business shall lapse.
8. Duties and Responsibilities.
 - (a) Director.

The Director of Ladies' Bowls shall:

 - (i) Be responsible for seeing that trophies are presented, and guests and sponsors are introduced.
 - (ii) Hold and chair all Ladies' Bowls Meetings. The Director shall be entitled to her member's vote as well as a casting vote on the proviso that the casting vote retains the status quo.
 - (iii) Liaise with the Director of Men's Bowls where such activities involve both ladies and men, including policy development where necessary.
 - (iv) Represent female bowlers on the Executive Committee
 - (v) Receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Executive Committee.
 - (vi) Ensure that the Ladies' Delegate is instructed how to vote in accordance with the wishes and directions of the Bowl's Committee.
 - (v) Liaise with the Directors of Standing committees when their assistance is required.
 - (b) Deputy Director.

She shall act in the absence of the Director and assist the Director in carrying out his duties.

(c) Secretary

The Secretary shall:

- (i) Keep accurate records of all meetings of the Ladies' Bowls Committee and file a copy for viewing by the Executive Committee and members.
- (ii) Obtain from the Club secretary and retain a register of capitated members.
- (iii) Request and deal with relevant information received by the Club Secretary from Murray League and Bowls WA
- (iv) Shall undertake the duties of the treasurer if both offices are held by the one person I.e., keep a record of a petty cash account and make all dockets and receipts available to the Club Treasurer.
- (v) Advertise all general meetings and call for nominations for elections.

(d) Captain

The Captain shall:

- (i) Ensure the early formation of a program for the season, liaise with the Director of Greens on greens availability for the program and the Captain of Men's Bowls for inclusion of mixed bowls events.
- (ii) Submit the program through the Bowls Director to the Executive Committee.
- (iii) Liaise with, and assist person in charge of Sponsorship in arranging the sponsors for the season.
- (iv) Liaise with Men's Captain when organizing mixed events.
- (v) Oversee the organising of competitions and see they are conducted in accordance with the Policies of the Bowl Committee.
- (vi) Oversee the role of the Match Committee in the performance of their duties.
- (vii) Have umpires appointed for all events except pennant games.
- (viii) Encourage recruiting of new members and foster their introduction to the Club and competitions.
- (ix) Maintain current copies of the Club By-Laws and Policies.
- (x) In the absence of the Director and Assistant Director, the Captain shall chair the meetings of the Bowls Committee.
- (xi) Deal with complaints of member's conduct pertaining to competition or event organisation. If unresolved refer the matter to the Director.
- (xii) Ensure all players are capitated and eligible to play in competition.
- (xiii) Liaise with coaches to ensure new bowlers have been recommended to play in competitions.
- (xiv) Report monthly to the Bowls Committee Meeting.

(e) Vice Captain

The Vice Captain shall

- (f) Act in the absence of the Captain.
- (ii) Assist the Captain in the performance of her duties.

(f) Match Committee

The Captain, Vice Captain and Match Committee shall,

- (i) Arrange the fixtures for the season, other than pennant games, and such other events as may be determined by the Bowl's Committee.
- (ii) Determine the conditions of play for matches under their control and shall charge and record such entry fees and/or green fees as directed, or approved, by the Executive Committee.
- (iii) Be empowered to co-opt members to organize and control games in their absence or to assist in the running of an event.
- (iv) Be responsible for arranging social and competition games, prizes and trophies.
- (v) Make competitors aware of conditions of play before any event.

- (vi) Clearly advertise on the notice board any changes to a fixture shown in the Club Fixture Book and shall announce such changes when a majority of the players are present.
 - (vi) Put out the mats, jacks, water bottles and flags for all events except pennants.
 - (vii) Keep the match room tidy.
 - (ix) Never remove information/resources from the match room without the consent of the Captain.
- (g) Chairperson of Selectors
- The Chairperson shall:
- (i) Report monthly to the Bowl's Committee
 - (ii) Refer any misconduct by players that cannot be resolved by the Chairman to the Bowl's Director
 - (iii) Share the duties of the Selection Committee
 - (iv) Oversee the activities of the Selection Committee
- (h) Selection Committee
- The chairperson and committee shall:
- (i) Select teams for pennant competitions and other teams representing the Club if directed to do so by the Bowl's Committee.
 - (ii) Appoint umpires for pennant games.
 - (iii) Inform individual players of any changes to their playing positions, if those changes are made after the teams have been posted on the pennant board.
 - (iv) Appoint managers for each pennant side and educate them in their duties.
 - (v) Be responsible for determining and allocating pennant duties.
 - (vi) Be conversant with the Rules of Pennants as decided by the Murray Ladies Coastal Bowling League and ensure they are adhered to.
 - (vii) In conjunction with the Director of Greens allocate greens for Pennants pursuant to the rules of the Murray Bowling League.