



HALLS HEAD BOWLING & RECREATION CLUB (INC)

BY- LAWS, POLICIES & STANDING ORDERS

Adopted 19th March 2007

3. Coaching- New Bowlers Amended 22.10.07 (added to By-laws 26-2-15)

21. Life Membership Added 17.12.07 (added to By-laws 26.2.15)

21. Life Membership Amended 12.11.12 (added to By-laws 26-2-15)

D CLUB POLICIES 21. Amended 13.3.15 (added to By-laws 14.3.15)

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Halls Head Bowling & Recreation Club (inc)
Club By-Laws & Policies, Standing Orders, Men's Bowling By-Laws & Policies,
Ladies Bowling By-Law & Policies.

A. AMENDMENTS TO CLUB BY-LAWS AND STANDING ORDERS.

1. The Executive Committee shall frame By-Laws consistent with the rules of the Club. Such By-Laws shall be binding on members until repealed or amended by the Executive Committee, or a General Meeting of members. Club Rule 18 (a).
 - (a) Notice of motion to add, amend or rescind By-laws shall be given.
 - (b) Any resolution shall be carried by 75% of the members present and entitled to vote.
2. New and amended By-laws, Standing Orders and job description shall indicate the date of enactment and any changes shall be shown in the Club By-Laws document.

B. CLUB BYLAWS.

1. **Business Activity by Members.** Club Rule 2 (d) No member shall conduct his/her business or profession on or about Club premises and no member shall make use of the Club name or facility of the club for the purposes of advertising privately or publicly, unless the Member is also a Club Sponsor or acting in the interest of the Club.
2. **Correspondence.** Club Rule 22 (c) (vi). All Club and 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.
3. **Club Name and Emblem.** Rule 2 (d) 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.
4. **Club Uniforms.** All uniforms shall be approved by the Executive Committee. See Dress Code in Men's and Ladies' Bowls Policies.
5. **Financial Expenditure.** Club Rule 35
 - (a) No member may incur costs to the Club except if that member is a director or has been delegated to do so by a director.
 - (b) The Directors shall act in accordance with a financial policy decided on by the Executive Committee.
 - (c) The policy shall be reviewed annually (at least) by the Executive Committee and shall not contravene Club Rule 35.
 - (d) The Treasurer may set up petty cash accounts subject to limits defined under financial policy.
 - (e) The Director of Men's or Ladies Bowls shall have the approval of their committee for any expenditure as recorded in the respective committee meeting minutes.
 - (f) The Directors of Standing Committees shall have approval from the majority of their committee as shown in a minute, or by signatures on a docket, except when the spending is on consumables for an approved event (e.g., food), or recurrent costs incurred (e.g., serviettes, cleaning products).
 - (g) The financial policy shall be recorded in the Club Policies.
6. **Sale Of Liquor and Bar Matters.** Constitution Rule 34. To be read in conjunction with Liquor Licensing Code of Conduct displayed in the bar.
 - (a) Bar Trading Hours.
These to be decided by the Executive Committee within the provisions of the Liquor Licensing Act and displayed in the bar.
 - (b) No liquor shall be sold or supplied for consumption elsewhere than on the Club premises unless such liquor is removed from the licensed premises by or on the instruction of the member purchasing the liquor.
 - (c) Liquor from outside sources shall not be brought onto Club premises for consumption.
 - (d) The name of any member refusing to leave the premises promptly at the time of closing may be communicated to the Executive Committee by the Bar Manager or Director and dealt with under Rule 28 of the Constitution.

- (e) No gambling or betting shall be allowed on the club premises unless such gambling or betting is first authorised by any competent authority.
- (f) Bar staff Shall not drink alcohol behind the bar whilst on duty and shall dress according to the Dress Code as recommended by the Bar Committee and agreed by the Executive Committee.
- (g) No persons other than those authorised by the Bar Manager and displayed on the bar roster may enter the Bar area, serve liquor, operate the bar till and other facilities.
- (h) The Bar Manager or other authorised person operating the bar, has the right to refuse to serve any member or guest whose conduct they consider shall impair or effect the proper enjoyment of the Club and other members.
- (i) No liquor shall be sold or supplied to any juvenile (i.e., any person under the age of 18).
- (j) No payment or part payment to the Secretary, Treasurer, Manager or other officer or servant of the Club shall be made by way of commission or allowance from or upon the receipts of the Club for liquor.
- (k) No stranger shall be permitted to use the Club premises and no member or other person shall admit any stranger to use the Club premises.

C. STANDING ORDERS. These will be printed in at a later date.

Change 1(b) "Reading of the minutes of the last Annual General Meeting and any Special General Meeting, if copies have not been distributed to the members attending".
This permits the option of avoiding the tedious task of reading the minutes.

D. CLUB POLICIES.

1. Amendments to Policies.

Club Policies shall be introduced or amended by a majority vote at any Executive Meeting providing all members of the Executive Committee have been given notice of the proposed change.

2. Bowling Greens

- (a) At no time is it permissible to take food or drinks onto the greens except in the case of medical emergency.
- (b) The respective Match Committees shall have exclusive use of sufficient greens to conduct Association, pennant & Club competitions and official practice.
- (c) Official practice times are to be approved by the Greens Committee and advertised on the Club notice board.

3. Coaching – New Bowlers. (Amended 22.10.07)

- (a) Prospective new bowlers, prior to commencing coaching classes, in the company of, and under the supervision of any capitated member, shall be allowed to participate in a reasonable number of roll ups.
- (b) A new bowler shall attend an approved coaching class prior to playing in organised competition.
When the Coach considers the new bowler is sufficiently competent, he/she may play in an organised competition provided, membership has been approved and fees paid.
- (c) The Coach may direct that the new bowler is to play only one type of competition, eg Scroungers, for such time as they may think necessary, before any player may enter open competitions. The Coach should advise the Match Committee when a new player may play in competitions.

4. Competition Fees.

- (a) Entry fees for club events are to 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.
- (b) 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.
- (c) The distribution of prize money shall be decided by the Controlling Body.
- (d) Entry fees for open events shall be recommended by the Controlling Body to the Executive Committee for approval.

5. Complimentary Drinks

Only a Member of the Executive Committee may authorise the issue of a specified quantity of complimentary drinks, which shall be recorded in detail in a book kept for that purpose.

6. Credit.

- (a) No credit shall be given to members or visitors.
- (b) Members may cash cheques to the value of \$100.

7. Dress. See Bowling Policies for Bowling Dress Code.

- (a) At all times members and their guests shall be clean and neatly dressed in keeping with the activities of the Club.
- (b) Footwear must be worn at all times

8. Facilities – Bookings

- (a) Club committees and members requiring use of hall and kitchen facilities for specific functions or events shall reserve the facilities for the date and period required.
- (b) Bookings shall be made the Club Secretary or designated person.
- (c) That committee or member shall be responsible for the care of the facilities.(See Policy 22)

9. Finance policy

The limitations on expenditure by Executive Members are set out in the chart below.
Approved June 2006. This shall be read in conjunction with By-Law 6 and Constitution Rule 35.

AMOUNT	APPROVAL BY	DOCUMENTATION (Min quotes required)	COMMENTS
\$1 - \$500	Any 1 Director, Men's Ladies Captain	1 Verbal or 1 written	Approving officer to collate paper work
\$501 - \$2000	Any 2 of above	2 written	As above
\$2000 - \$5000	4 members of Exec Committee	3 Written	As above and tabled at monthly meeting
\$5001 - \$ 20000	Executive monthly meeting	3 written	As above
Petty Cash \$200	Secretary and Treasurer	Retain Dockets	

10. First Aid.

The Club shall be responsible for maintaining a quality, stocked first aid kit on the premises for the treatment of member's minor injuries.

11. Flag at Half Mast.

The Club flag shall be flown at half mast on the death of a member.

12. Keys.

- (a) 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.
- (b) A registry of such keys is to kept by the secretary.

13. Loyal Membership Badge.

Loyal Membership Badges shall be awarded for 15 years of continuous membership.

14. Notice Boards and Wall Fixtures.

- (c) 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.
- (b) The fixing of any type of boards or pictures etc. to walls of the clubhouse shall be decided by the House Committee and approved by the Executive Committee.

15. Parking. Enacted 2005

- (a) The club shall provide reserved parking bays for the Club Secretary and Treasurer.
- (b) On specific occasions reserved parking shall be allocated to visiting dignitaries, sponsors or other office bearers as the Executive Committee may decide.

16. Pets.

Pets are not allowed on Club premises.

17. Restricted Areas.

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

18. Smoking.

- (a) No member or his guest shall smoke tobacco products within the confines of the Club rooms or on the greens and designated surrounds.
- (b) A member shall be responsible for his guests.

19. Membership Cards.

- (a) Membership cards shall be issued to all members.
- (b) Members shall be responsible for collecting their membership cards from the Treasurer.

20. Visitors.

The club encourages the attendance of visitors from other clubs to participate in organised competition. Regular attending visitors may need to be advised that an application for membership may be requested, 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 Ordinary Club members.

21. Life Members added 17.12.07 amended 12.11.12

- (a) All nominations for Life Membership shall be confidential and come directly from the proposer to the Club Secretary and shall be accompanied by a resume' detailing the service the nominee has given to the Club and all relevant details supporting the application.
- (b) All nominations shall be treated confidentially
- (c) The Secretary shall submit all nominations to the Executive Committee following the first meeting following the closing date of 31st March in each year.
- (d) The Executive shall at that meeting consider the nominations and forward all nominations considered eligible to the Annual General Meeting for election by secret ballot by the Members having regard to the eligible number of nominees allowed according to the Constitution. A majority of 75% of Members present and voting at the Annual General Meeting must be in favour of the nomination for the nomination to be accepted.
- (e) The proposer shall be notified of the selection procedure to be followed.
- (f) Any Member nominated and not selected in any one year shall be eligible for re-nomination in subsequent years.

E. STANDING COMMITTEES BY-LAWS. Club Rule 21

- 1 Amendments. These By-Laws may be amended by a 75% majority of the Executive Members at a monthly meeting provided notice has been given.
- 2 Appointment of Committee.
The Director shall recommend members, as defined in the Constitution, to the Executive Committee for endorsement as members of the Standing Committee as soon as possible after the AGM.
- 3 Meetings of Standing Committees.
 - (a) Meetings shall be called and chaired, when required, by the Director.
 - (b) All members of a standing committee shall be informed of impending meetings.
 - (c) The Club President and Secretary may attend meetings in an ex-officio capacity.
- 4 Duties of the Directors.
 - (a) The Directors shall:
 - (i) Attend monthly Executive Committee Meetings and report, in writing on progress and activities of the relevant Standing Committee.
 - (ii) Attend Bowls Committee Meetings in an ex-officio capacity, when necessary.
 - (iii) Manage the Committee in the execution of their allocated duties.
 - (iv) Draw up and distribute rosters for volunteers.
 - (v) Provide financial statements when applicable to the Executive Committee and make all supporting dockets and receipts available to the Treasurer.
 - (vi) Liaise with other standing and bowls committees where applicable.
 - (vii) Ensure staff, employed on behalf of their committee, fulfil the obligations as set down in their contracts.
 - (ix) Make decisions within the Rules, By-Laws and Policies of the Club.

- (b) The Director may:
 - (i) Co-opt additional members to help the Committee carry out its duties.
 - (ii) 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.
- 5. Duties of the Greens Committee.
The Committee shall:
 - (a) Liase with the Match and Selection Committees in meeting all match and practice requirements.
 - (b) Ensure the greens and equipment are maintained in good order.
 - (c) Ensure that all personnel adhere to safe work practices.
 - (e) Recommend rule changes necessary for preservation and upkeep of greens to the Executive Committee.
 - (f) Work with grounds personnel in keeping storage sheds clean and tidy.
 - (g) Form a sub committee to look after grounds whose duties shall be
 - (i) Maintain the gardens and surrounds.
 - (ii) Do repairs as required.
 - (iii) Liaise with greens director when hardware needs to be purchased.
 - (iv) Keep all tools clean good working order and locked away when not in use.
- 6. Duties of the Bar Committee.
The Committee shall:
 - (a) Ensure that procedures are maintained to secure cash, stock and bar premises.
 - (b) Enforce Club By-Laws and Policies on all issues relevant to the bar.
 - (c) Ensure economical use of paid staff.
 - (d) Ensure low turnover stock is managed to minimise low turnover items.
 - (e) Carry out a monthly stock take of all bar sales commodities.
 - (f) Ensure that proper health and cleanliness standards are maintained in bar area.
 - (g) Ensure that bar staff and voluntary staff adhere to Club policy on dress standards when working in the bar.
 - (h) Ensure that all paid and voluntary staff adhere to relevant Club By-Laws and Policies.
 - (h) Ensure the bar performance targets are monitored.
- 7. Duties and Responsibilities of the Catering Committee.
The Committee shall:
 - (a) Obtain, prepare and distribute food stuffs for approved catering events.
 - (b) Co-operate and liase with other Committees to reach successful outcomes of events.
 - (c) Be responsible for maintaining the kitchen in a safe and clean condition in accordance with the City of Mandurah Health Regulations.
 - (d) Recruit volunteers to assist in the preparation, cooking and distribution of meals and snacks.
 - (e) Organise the services of an outside caterer when required within any guidelines that may be set by the Executive Committee from time to time.
 - (f) Reserve the right to accept or refuse catering responsibilities for private functions.
 - (g) Ensure that alcohol is not consumed in the kitchen.
- 8. Duties of the Social and Fund Raising Committee.
The Committees shall:
 - (a) Programme in advance a calendar of social events.
 - (b) 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.
 - (c) Conduct, arrange and supervise regular fund raising and social activities.
 - (f) Recruit volunteers to assist in organising fundraising and social activities
 - (g) Co-operate and liase with other Committees to reach successful outcomes of events.
- 9. Duties of the House Committee.
The Committee shall:
 - (a) Be responsible for maintaining the clubhouse in a safe and clean condition in accordance with the City of Mandurah Health Regulations.

- (b) Recruit Club members to effect such repairs and maintenance of the Club as falls within their capabilities.
- (c) Make recommendations regarding fixtures to Club walls.
- (d) Make recommendations pertaining to Club furnishings.
- (e) See to routine maintenance of air conditioners, heaters, speaker system etc.

F. APPOINTED OFFICERS (other than the Secretary and Treasurer) in accordance with Club Rule 18(f)

1. The Executive Committee shall approve and change duties for Appointed Officers by a majority vote at a Committee Meeting.
2. Duties of the Sponsorship Officer.
 - (a) The Sponsorship Officer may:
 - (i) Hold another position on the Executive Committee.
 - (ii) Co-opt additional members to help carry out his duties.
 - (b) The Sponsorship Officer shall:
 - (i) Keep the Executive Committee informed on his sponsorship deals.
 - (ii) Consult with both Bowl's Captains and Treasurer to make decisions on the allocation of sponsorship.
 - (iii) Manage volunteers in the execution of their allocated duties.
 - (iv) Delegate his responsibilities to another approved member when unavailable to, or unable to, fulfil his duties.
 - (v) Ensure that a volunteer is conversant with and follows the correct procedures when visiting sponsors and that all paperwork is relevant and attended to.
 - (vi) If not a Member of the Executive Committee, he shall attend the Executive meetings when requested to do so by the President.
 - (vii) Make decisions within the rules, bylaws and Policies of the Club.
 - (viii) At the end of each season revise and update sponsorship file.
 - (ix) Through the Club Secretary, send out requests for sponsorship to all current sponsors at the beginning of the financial year. Each sponsor is to receive details of sponsorship information.
 - (x) Arrange with Club Captains to visit sponsors to check details of fixture book advertisements and any other matter that may require a personal visit.
 - (xii) Make sure that when a sponsor is visited that all areas of his sponsorship is dealt with by the one committee person e.g., fixture book advertisements and event sponsorship, etc.
 - (xiii) Visit as many sponsors, as time allows, personally.
 - (xiv) Arrange with the treasurer to send invoices to those intending to sponsor. If money is paid to the Director or Captains ensure it is handed immediately to the Treasurer.
 - (xv) Give master copies of sponsorship details to Treasurer and Captains. Treasurer may do this. These are to be updated as money is received.
 - (xvi) Remove sponsor advertisements of those discontinuing sponsorship and arrange advertisements for new sponsors.
 - (xvii) Update and maintain the Sponsorship File for members perusal.

Adopted

Signed by President:.....Secretary:.....

