



**HALLS HEAD BOWLING & RECREATION CLUB (INC.)
CLUB BY-LAWS**

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CLUB BY-LAWS**1. Amendments to these By-Laws**

No By-Law shall be amended or repealed, nor shall any new By-Law be made except when accepted on a vote of a simple majority of the members present at an AGM or SGM convened for that purpose.

- 1.1 Notice of any proposed amendment, repeal or addition must be given by notice in writing to the Secretary.
- 1.2 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.

2. Honorary Life Membership – Election

- 2.1 The Board shall form a sub-committee of Members to review the submissions made for Honorary Life Membership at least ten (10) days before the AGM and pass their recommendations back to the Board, for final endorsement.
- 2.2 At the AGM the President will announce the name/s of the endorsed candidates for Honorary Life Membership for approval by the members. Relevant badge(s) will be presented to the successful candidate(s).
- 2.3 Nominations for Honorary Life Membership must be received by the Secretary sixty (60) days prior to the AGM.

3. Financial Expenditure

- 3.1 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 Board meeting.
- 3.2 All payments up to \$500 may be authorised by the Finance Director, or a person authorised to do so by the Board and shall be paid from Petty Cash or by electronic transfer into the Payee's bank account.
- 3.3 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.
- 3.4 No payments from \$2001 up to \$20,000 shall be made on any new object or project without prior authorization by the Board.
- 3.5 No payments in excess of \$20,000 shall be made without the approval of the Members at a General Meeting.

4. 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)

5. 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.

6. Bowling Honours

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.

7. 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.

8. Coaching – New Members

- 8.1 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.
- 8.2 A new bowler shall attend an approved coaching class prior to playing in an organized competition.
- 8.3 When the new bowler is considered sufficiently competent, he may play in organized competition provided membership has been approved and fees paid.

9. Competition Fees

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

10. Changes to Bowling Bylaws

All changes made by the respective Bowling Sections to their By-Laws and Conditions of Play shall be accepted by the Board 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.

11. Club Bowling Events

- 11.1 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.
- 11.2 All reservations will be made through the club office.

12. Club Dress Code

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

13. 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 Board or a Bowls Committee.

14. Complimentary Drinks

A Board member may authorise the issue of complimentary drinks.

15. Corporate Bowlers

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

16. Designated Smoking Areas

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

17. Duties of the Directors**17.1 The Directors shall:**

- 17.1.1 Report in writing on progress and activities of the relevant Standing Committee.
- 17.1.2 Attend Bowls Committee Meetings in an ex-officio capacity, when necessary.
- 17.1.3 Manage the Committee in the execution of their allocated duties.
- 17.1.4 Draw up and distribute rosters for volunteers.
- 17.1.5 Provide financial statements when applicable to the Board and make all supporting dockets and receipts available to the Treasurer.
- 17.1.6 Liaise with other standing and bowls committees where applicable.
- 17.1.7 Ensure staff, employed on behalf of their committee, fulfil the obligations as set down in their contracts.
- 17.1.8 Make decisions within the Rules, By-Laws, and Policies of the Club.

17.2 The Director may:

- 17.2.1 Co-opt a committee to help carry out his duties.
- 17.2.2 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 Board if invited by the Board President.

17.3 In addition to Clause 17.1 and 17.2, the directors shall have the following responsibilities.

17.4 Bar Director

- 17.4.1 Support the Bar Manager in their duties and responsibilities.
- 17.4.2 Work with Bar Manager in dealing with all issues relevant to the bar.
- 17.4.3 Ensure a good working relationship between different areas of the Club that affect the bar.
- 17.4.4 Ensure that procedures are maintained to secure cash, stock, and bar premises.
- 17.4.5 Enforce Club By-Laws and Policies on all issues relevant to the bar.
- 26.4.6 Ensure the bar is presented to an efficient and healthy standard.
- 17.4.7 Monitor bar performance indicators.
- 17.4.8 Be aware of liquor laws and regulations.

17.5 Director of Partnerships

- 17.5.1 Keep the Board/ Treasurer informed on all sponsorship deals.
- 17.5.2 Consult with both Bowl's Captains and Treasurer to make decisions on the allocation of sponsorship.
- 17.5.3 Manage co-opted members in the execution of their allocated duties.
- 17.5.4 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.
- 17.5.5 At the end of each season revise and update sponsorship file.
- 17.5.6 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.
- 17.5.7 Visit as many sponsors as time allows, personally.
- 17.5.8 Arrange with the Treasurer to send invoices to those intending to sponsor.
- 17.5.9 Arrange advertisements for new sponsors and remove sponsor advertisements of those discontinuing sponsorship.

17.6 Greens Director

- 17.6.1 Liaise with the Match and Selection Committees in meeting all match and practice requirements.
- 17.6.2 Ensure the greens and equipment are maintained in good order.
- 17.6.3 Ensure that all personnel adhere to safe work practices.

- 17.6.4 Recommend rule changes necessary for preservation and upkeep of greens to the Executive Committee.
- 17.6.5 Form a subcommittee to look after grounds whose duties shall be.
 - 17.6.5.1 Maintain the gardens and surrounds.
 - 17.6.5.2 Do repairs as required.
 - 17.6.5.3 Liaise with greens director when hardware needs to be purchased.
 - 17.6.5.4 Keep all tools good clean working order and locked away when not in use.

17.7 Catering Director

- 17.7.1 Obtain, prepare and distribute food stuffs for approved catering events.
- 17.7.2 Be responsible for maintaining the kitchen in a safe and clean condition in accordance with the City of Mandurah Health Regulations.
- 17.7.3 Recruit volunteers to assist in the purchasing, preparation, cooking and distribution of meals and snacks.
- 17.7.4 Organise the services of an outside caterer when required within any guidelines that may be set by the Board from time to time.
- 17.7.5 Reserve the right to accept or refuse catering responsibilities for private functions.
- 17.7.6 Ensure that alcohol is not consumed in the kitchen.

17.8 Social Director

- 17.8.1 Program in advance a calendar of social events.
- 17.8.2 Engage entertainers or any other service permitted under the liquor Licensing Act within any guidelines that may be set by the Board from time to time.
- 17.8.3 Conduct, arrange and supervise regular fund raising and social activities.
- 17.8.4 Recruit volunteers to assist in organizing fundraising and social activities.

17.9 House Director

- 17.9.1 Be responsible for maintaining the clubhouse in a safe and clean condition in accordance with the City of Mandurah Health Regulations.
- 17.9.2 Recruit Club members to affect such repairs and maintenance of the Club as falls within their capabilities.
- 17.9.3 Approve fixtures to Club walls.
- 17.9.4 Approve Club furnishings.
- 17.9.5 See to routine maintenance of air conditioners, heaters, speaker system etc.

18. Flag at Half Mast

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

19. Keys

- 19.1 Keys to the facilities shall be kept to an absolute minimum and only issued to such persons as considered essential and approved by the Board.
- 19.2 A registry of such keys is to be kept by the Secretary.

20. Membership Cards

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

21. Credit

No credit shall be given to members or non-members.

22. Notice Boards and Wall Fixtures

22.1 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.

22.2 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.

23. Parking

The Board may from time to time allocate appropriate parking to officials.

24. Restricted Areas

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

25. Record of Revisions

Number Outline	Date Revised	Date Approved	Section Revised	Revision