

14/12/2020



Millicent Bowling Club
By-Laws

ADOPTED

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BY-LAW 1 THE BOARD & GOVERNANCE

1.1. GENERAL

- 1.1.1. The Board is responsible for providing the governance of the Millicent Bowling Club and for overseeing its operations and well-being. Much of its day-to-day work will be delegated to, and carried out by, permanent sub-committees who will keep the Board informed of plans, decisions taken and events.
- 1.1.2. The Board and its sub-committees will govern the Club for the benefit of members in accordance with the Club rules (Constitution).
- 1.1.3. Board members, in carrying out their duties, shall:
 - a. Act honestly, independently and with due diligence in all decision making.
 - b. Ensure that the resources of the Club are efficiently and effectively managed to fulfil the purposes of the Club.
 - c. Contribute to the Club's business plans.
 - d. Be provided with their own personal copy of the By-Laws and they are expected to become familiar with them (i.e., know what is contained within them and be able to find what is needed when required).
 - e. Be provided with their own personal copy of the By-Laws and they are expected to become familiar with them (i.e., know what is contained within them and be able to find what is needed when required).
- 1.1.4. Board meetings will be held monthly and will be open to any club member to observe. Only elected Board members may speak at Board meetings unless the Board invites input from outside its number.
- 1.1.5. Only elected Board members may vote on the deliberations of the Board.
- 1.1.6. A copy of the minutes of Board meetings will be posted on the Club noticeboard for the information of members.
- 1.1.7. No By-law may conflict with the Constitution. This set of rules (By-laws) is a working document that will serve to clarify the Constitution and provide additional guidance on Club structure, operating and member practices.
- 1.1.8. The following permanent sub-committees exist to carry out on behalf of the Board the day-to-day operations/administration of the Millicent Bowling Club Incorporated:
 - a. Tournament Sub-committee.
 - b. Night Bowls Sub-committee.
 - c. Social, Fundraising & Catering Sub-committee.
 - d. Finance Sub-committee.
 - e. Greens Sub-committee.
- 1.1.9. General meetings of members chaired by the Club President will be conducted each September, December, and March and on other occasions as needed. Time will be allocated at each of these meetings for the Vice Presidents (M and F), all sub-committees and selectors to have input in their portfolios. These meetings are a major means of formal communication within the Club. Minutes will be kept by the Administrative Secretary (or nominee) and a copy will be posted on the noticeboard.

- 1.1.10. Ladies' meetings will be held if required and chaired by the appropriate Vice President. Minutes will be kept by the Tournament Secretary (or nominee) and a copy will be posted on the noticeboard.
- 1.1.11. All decisions taken by sub-committees are subject to the approval of the Board. The Board has absolute power to overrule any decision made by any sub-committee as prescribed by the constitution.
- 1.1.12. The Board will receive funds from sub-committees and approve and monitor expenditure as necessary as prescribed by the constitution.
- 1.1.13. Sub-committees will present reports to the Board at each meeting of the Board in a manner and format approved by the Board.
- 1.1.14. All positions on permanent sub-committees shall be filled by ballot at the Club's AGM as prescribed by the constitution.
- 1.1.15. Nominations for all positions on these sub-committees shall be in writing on the appropriate forms, signed by the candidate, proposer and seconder and lodged with the Administrative Secretary not less than seven (7) days before the date fixed for the Club's AGM as required by the Constitution.
- 1.1.16. All positions falling vacant shall be advised to members by the Administrative Secretary by the placing of vacancy notices and nomination forms on the noticeboard at least 28 days prior to the Club's AGM as required by the Constitution.
- 1.1.17. All retiring officers shall be eligible for re-election.
- 1.1.18. There shall be no restriction on any full member from holding dual office.
- 1.1.19. Sub-committee positions can only be held by full members of the Club.
- 1.1.20. In the event of less than the required number of members being nominated for sub-committee positions, the vacancies may be filled by calling for nominations from the floor at the AGM. If still insufficient numbers are received to fill the available positions, the Board shall fill these positions by appointment as soon after the AGM as possible. If a greater number of candidates nominate for positions than there are positions available, a secret ballot will be held at the AGM to fill the positions. The Club President will appoint two (2) scrutineers from the floor to carry out the election and count the votes. The candidate receiving the highest number of votes shall be declared elected to that position. Once a result has been achieved, voting slips will be destroyed.
- 1.1.21. If, following a ballot to fill sub-committee vacancies, a tie exists; the President shall draw lots to determine the successful person as prescribed by the constitution.
- 1.1.22. Standing orders will apply for the conduct of sub-committee meetings as prescribed by the constitution.
- 1.1.23. All sub-committees will operate within the word and spirit of the Club Constitution, taking particular note of Section 37.
- 1.1.24. The Administrative Secretary shall maintain an up-to-date Master Copy of the By-laws as an electronic file and a hard copy in the filing cabinet noting the date of last Board approval.

1.2.a. TOURNAMENT SUB-COMMITTEE

- 1.2.1 The Tournament Sub-committee is responsible for organising and running Club tournament days, Social bowls days, Club championship events, setting of handicaps for handicap events and gaining and organising sponsorship.
- 1.2.2 The Tournament Sub-committee will appoint two (2) members consisting of one (1) male and one (1) female to the Sponsorship working group (refer to bylaw 1.2.20) in conjunction with one (1) member of the Night Bowls Sub-committee and a member of the Board to gain sponsorships for the Club.
- 1.2.3 At the first meeting of the Tournament Sub-committee, they will elect from their number:
- Deputy Director.
 - Tournament Treasurer.
 - Two (2) Sponsorship Sub-committee members (1 male, 1 female).

Any person may hold multiple positions on the Tournament Sub-committee.

- 1.2.4. Formal meetings of Tournament Sub-committee members will be held at least three (3) times during the year.

These should occur:

after the AGM to elect office bearers,
pre-season to plan and organise tournament activities,
post season to review tournament activities.

- 1.2.5. The Tournament Director, or his/her nominee in their absence, will present monthly reports to the Board in a format and manner required by the Board, but will at the very least include a financial report and information re those tournament events planned in the near future and those conducted since the last Board meeting and any significant issues arising from these events.
- 1.2.6. Within policies set by the whole Tournament Sub-committee and approved by the Board, the Director and four (4) Male Sub-committee members are to organise and run men's and open/cosmopolitan tournament, championship, and handicap events.
- 1.2.7. Within policies set by the whole Tournament Sub-committee and approved by the Board, the Director and four (4) Female Sub-committee members are to organise and run women's tournament, championships, and handicap events.
- 1.2.8. The Tournament Director is to liaise with the Social, Fundraising & Catering Sub-committee about dates of tournaments, numbers of nominations for catering purposes, times of breaks etc.
- 1.2.9. The Night Bowls Sub-committee will organise and be responsible for the running of the Night Bowls competition.
- 1.2.10. The Tournament Sub-committee in conjunction with the Night Bowls Sub-committee shall organise the purchasing of trophies and the banking of Green fees.
- 1.2.11. The Tournament Sub-committee will be provided with a petty cash allowance of \$200 on an imprest system for purchases of small items. A petty cash book will be kept to record purchases and amounts including a purchase receipt of said item. All purchases greater than \$200 require specific Board approval.
- 1.2.12. The Board will authorise expenditure greater than \$200 and the Tournament Sub-committee Treasurer will bank all moneys received for bowling activities, in keeping with systems developed by the Board.

- 1.2.13. Banking and record keeping systems must be approved by the Administrative Treasurer and will include maintaining banking, invoicing, and stock purchase records.
- 1.2.14. The Tournament Sub-committee shall keep records of Club events as an historical record of achievements in the Club's history.
- 1.2.15. The Tournament Sub-committee shall maintain and keep all honour boards on display in the Clubrooms current.
- 1.2.16. The Tournament Sub-committee will actively promote participation of members in our own events, as well as promote and facilitate members' participation in higher level competitions, including state events, champion of champion events and representative events at association, regional and state level. They shall keep members informed of coming events and forward player nominations to the appropriate association, regional or state organising body.
- 1.2.17. The Tournament Sub-committee will organise the season's program and have a program book ready and available for members at the beginning of each new season. It will be the responsibility of the Tournament Sub-committee to consult with both the Saturday Open and Ladies' selectors in gaining pennant competition dates in the compilation of the program for the coming season.
- 1.2.18. The Tournament Sub-committee will be subject to the supervision of the Club President.
- 1.2.19. **Sponsorship Working Group** (as per bylaw 1.2.2)
 - a. The responsibility of the Sponsorship Sub-committee is to seek sponsorship from businesses, both from current and new sponsors, for the up-and-coming season and to ensure that the Club provides the exposure promised by the Club. (Refer 1.4.5). A 'Current Sponsor's Register' must be maintained to assist the next year's volunteers in gaining sponsorship.
 - b. The Sponsorship Sub-committee shall maintain the currency of all Sponsor Boards on display in the Clubrooms.
 - c. At the Millicent Bowls Club Inc., we value the contribution made to our Club by our sponsors. We understand and welcome the fact that each sponsor is expecting to gain business from the members of our Club for their sponsorship investment. We therefore give an undertaking to our sponsors that we will promote their businesses to our members, visitors, and the public at large.
 - d. Each sponsor will receive a tax invoice and letter setting out the benefits of the level of sponsorship they have elected to provide. In addition, the Club is committed to using sponsors for any commercial work required in their area of expertise, subject to competitive quotes and factors such as the urgency of the project. We plan to seek sponsorship at the following levels:

Level 1 Naming Sponsor \$1000

Each of our three greens is available for naming rights

All of the benefits accruing to a Gold Sponsor will also accrue to the naming sponsor but in addition, naming rights for one of the greens will be purchased for the season. The sponsor may have a sign provided at their cost which the Club will display in a prominent position for each green. This sign will be displayed for no further cost for as long as they remain a Naming Sponsor of our Club.

Level 2 - \$500 plus Gold Sponsor

At this level the sponsor will be entitled to have their name mounted on our Sponsors' Board in our 'gold' section. For an additional once only payment of \$100 a sign, they may hang a sign provided at their cost in one of our shelters and/or in a designated area in our Clubrooms. These signs may continue to be displayed free of any further charge for as long as the sponsor remains a gold sponsor of our Club. The gold will be promoted to members as the 'Sponsor of the Week' on a rotational basis etc.

Level 3 - \$200 - \$499 Silver Sponsor

At this level the sponsor will be entitled to have their name mounted on our Sponsors' Board in our 'silver' section. For an additional once only payment of \$100 a sign, they may hang a sign provided at their cost in one of our shelters and/or in a designated area in our Clubrooms. This sign may remain there free of any further charge for as long as they remain a silver sponsor of our Club.

Level 4 - \$100 - \$199 Green Sponsor

At this level the sponsor will be entitled to have their name mounted on our General Sponsors' Board in our 'green' section. For an additional once only payment of \$100, they may hang a sign provided at their cost in one of our shelters.

This sign may remain there free of any further charge for as long as they remain a green sponsor of our Club

Level 5 Yellow Sponsor - Amounts of less than \$100

At this level, general sponsors will be entitled to have their name mounted on our General Sponsors' Board in our 'yellow' section.

1.3.b. NIGHT BOWLS SUB-COMMITTEE

- 1.3.1 The Night Bowls Competition is to be run by the Club on a weekly basis for a determined season under the auspices of the Night Bowls Sub-committee.
- 1.3.2 The duties in running the competition will be the responsibility of the Night Bowls Sub-committee consisting of a Director and at least four (4) members of the Club appointed at the AGM. The Director shall give reports to the Board prior to the start of the competition for approval of the program and at the end of the competition.
- 1.3.3 The Night Bowls Sub-committee is to be responsible for purchasing trophies and prizes as approved by the Board.
- 1.3.4 The Night Bowls Sub-committee will appoint one (1) member to the Sponsorship Sub-committee.
- 1.3.5 Green fees from the Night Competition are to be given to the Tournament Sub-committee for banking into the Club account.
- 1.3.6 Night bowlers (other than existing Club members) are to be registered with the Club as restricted members as per rule 15 of the Club constitution and a list of names to be provided to the Administrative Secretary.
- 1.3.7 The membership fees will be decided by the AGM as part of the membership fees structure.
- 1.3.8 Membership fees paid by the Restricted Members will be paid to the Club Treasurer for banking in the Club account. The Board will ensure that these members are registered with Bowls SA as per the membership list supplied by the Club Treasurer in conjunction with the Night Bowls Sub-committee.
- 1.3.9 Green fees and prizes will be awarded to bowlers for the Night Bowls competition. The Night Bowls Sub-committee will recommend the level of green fees to be charges and the cost of prizes to the Board for approval.

1.4.c. SOCIAL, FUNDRAISING & CATERING SUB-COMMITTEE

- 1.4.1. The Social Sub-committee is responsible for organising the social, fundraising and catering activities within the Club. The main functions of this sub-committee are to raise funds for the Club, to provide opportunities for social activities of its members and to provide catering services for Club functions.
- 1.4.2. The Sub-committee will consist of six (6) but no more than 8 committee members and from those members they will elect a Chairperson, a Secretary, and a Treasurer. The election of members for the Sub-committee will be done at a general meeting of members held prior to the AGM. A list of the successful candidates is to be submitted to the Club AGM for ratification.
Any positions not filled at the AGM may be filled by appointment by the Board.
- 1.4.3. Reports of activities, financial decisions, transactions, plans and progress will be furnished to all Board Meetings in the manner and format required by the Board.
- 1.4.4. The Social, Fundraising and Catering committee will be provided with a petty cash allowance of \$200 on an imprest system for purchases of small items. A petty cash book will be kept to record purchases and amounts including a purchase receipt of said item. All purchases greater than \$200 require specific Board approval.
- 1.4.5. Banking and record keeping systems must be approved by the Administrative Treasurer and will include maintain banking, invoicing, and stock purchase records.
- 1.4.6. All purchases and goods charged to Bowling Club accounts at local businesses, must be authorised by the Sub-Committee Chairperson and can only be made by the Sub-Committee Chairperson, Secretary and Treasure or a member of the Board. The Administrative Treasurer will make all payments for these accounts. Minor cash purchases will be reimbursed from petty cash.
- 1.4.7. All purchases for all functions are to be pre-recorded and matched to receipts.
- 1.4.8. A Minute Book will be kept maintaining a record of all decisions that are made.
- 1.4.9. The Sub-committee will make annual budget submissions to the Finance Sub-committee regarding matters of income and expenditure within their areas of authority.
- 1.4.10. All capital expenditure must be approved by the Board.
- 1.4.11. The Chairperson of the Social, Fundraising and Catering Sub-committee will liaise with other Sub-committees, particularly the Tournament Sub-committee regarding catering arrangements for tournament and other bowls days. Note By-Law 1.2.8.
- 1.4.12. The Board Female Vice President will be responsible for the supervision of this Sub-committee.

1.5.d. FINANCE SUB-COMMITTEE

- 1.5.1. The Finance Sub-committee will be comprised of
 - a. Club President.
 - b. Administrative Treasurer.
 - c. Administrative Secretary.
 - d. One (1) elected Club Member.
- 1.5.2. The role of the Finance Sub-committee is advisory only, and is required to:
 - a. Seek submissions on income and expenditure from Sub-committees and Club individuals for inclusion in the coming year's budget.
 - b. Frame a suggested budget for the coming financial year. It is to be presented to the Board for their consideration. The Board will decide on a budget that they are happy to recommend to the AGM for adoption for the coming financial year. This budget will contain recommendations for both income and expenditure.
 - c. Monitor both income and expenditure by meeting in October and March, or more often if necessary.
- 1.5.3. The Finance Sub-committee will make recommendations to the Board re savings and investments and monitor their progress.
- 1.5.4. The Finance Sub-committee will make recommendations to the Board re Greens and Capital Investment savings plans for replacement and maintenance of Greens and Club Equipment.
- 1.5.5. The Finance Sub-committee will investigate additional sources of income, such as Government Grants, and make recommendations to the Board on accessing these available grants.

1.6.e. GROUNDS SUB-COMMITTEE

- 1.6.1. The grounds Sub-Committee shall be elected at the AGM and will be responsible for the maintenance and presentation of the club's greens, grounds, and surrounds.
- 1.6.2. The Sub-Committee will consist of a Grounds Director and either one (1) or two (2) assistant grounds persons.
- 1.6.3. The Grounds Director will nominate and appoint one of his assistants as a deputy director.
- 1.6.4. The Grounds Director will select the volunteers and organise working bees for them to maintain greens and surrounds.
- 1.6.5. The Grounds Director will organise:
 - a. Preparation of greens for regular competition and practice including grooming, rolling, sweeping, etc.
 - b. Marking rinks regularly.
 - c. Changing the direction of play, when necessary and staggering the rinks used, in order to cause greens to wear evenly.
 - d. Watering of greens and surrounds, as necessary.
 - e. Mowing and gardening as required.
 - f. Develop procedures for the safe storage and use of chemicals including pesticides, fungicides, and herbicides.
 - g. Oversee the maintenance of the Club's equipment for carrying out the above responsibilities.
 - h. Keep the Board informed by providing reports to each Board meeting so that Board members are kept informed of the progress and any problems being experienced in this portfolio.
 - i. Ensure that the outside area of the Club is a safe environment for members and visitors to enjoy.
 - j. Prepare and present submissions to the Finance Sub-committee for the purchase of equipment and expenditure on outside facilities.
 - k. Implementing health and safety advice from the RMO (see By-Law).
 - l. Instruct the volunteers in the safe use of equipment and having them sign off that they are confident of safely using the equipment and agree to use the necessary PPE (Personal Protective Equipment).
- 1.6.6. The Sub-committee in consultation with the Greenkeeper/Grounds Person will decide which greens are to be handed over to the Tournament Sub-committee for tournament and social competition, or selectors in the case of pennant competition, and in which direction play will be conducted.
- 1.6.7. The Board Male Vice President will oversee the supervision of this Sub-committee.

BY-LAW 2 COMMUNICATION

Good communication among Club members is essential.

The following outlines basic forms of formal communication for governance within the club:

TASK	PERSON RESPONSIBLE
Board meeting minutes to be on the noticeboard within seven (7) days of the meeting	Club Secretary
Newsletter produced from time to time during the bowling season and at least ten (10) copies placed around tables and one (1) on the Club noticeboard	Club President to make sure it happens but may delegate the writing to a member of the Board.
Keep members aware of Board decisions and be a sounding board for Club members. Take member issues to the Board or the appropriate person	President, Vice President (female) and Vice President (male)
Ensure there is good consultation on matters before the Board where members may be significantly affected. For example, any change to a By-law should follow good consultation practice.	President, Vice President (female) and Vice President (male)
Keep members informed prior to or after bowls games when appropriate, and when there is information to be passed	President, Vice President (female) and Vice President (male)

BY-LAW 3 PORTFOLIO POSITIONS

3.1. GENERAL

The following portfolio positions will be filled each year to ensure the smooth running of Club administration:

- a. Bar manager.
- b. House Chairman.
- c. Club Coach.
- d. Umpires Director.
- e. Publicity Officer.
- f. Selectors (Open Pennants).
- g. Selectors (Ladies Pennants).
- h. Selectors (Mid-week Open Pennants).

3.1.a. BAR MANAGER

The Bar Manager will be responsible for the management and running of the bar/club shop. Duties will include:

- a. Ordering Stock.
- b. Supervision of maintenance of equipment, including fridges.
- c. Organising bar rosters, as necessary.
- d. Overseeing of cash control.
- e. Change control.
- f. Maintaining banking and invoicing systems approved by The Administrative Treasurer.
- g. Reporting as required to the Board.
- h. Preparing budget submissions to Finance Sub-committee as required.

3.1.b. HOUSE CHAIRMAN

The House CHAIRMAN is responsible for the maintenance of the Clubrooms, Outside Buildings and equipment contained within. Duties will include:

- a. Carrying out repairs and improvements as needed.
- b. Organising for specialist repairs as necessary, i.e., Electrical, plumbing, carpentry, and glazing.
- c. Reporting as required to the Board.
- d. Preparing submissions to Finance Sub-committee re budget planning.
- e. Liaise with the RMO or Workplace Health & Safety Committee (Bylaw 14)

3.1.c. CLUB COACH

Duties will include:

- a. Organising coaching clinics/sessions.
- b. Being available to individuals as required.
- c. Reporting as required to the Board.
- d. Liaising with Tournament Sub-committee, as necessary.

3.1.d. UMPIRING DIRECTOR

Duties will include:

- a. Arranging umpiring courses for members.
- b. Promulgating new rules etc. to members.
- c. Maintaining umpires/measurers equipment, as necessary.
- d. Reporting as required to the Board.
- e. Liaising with Tournament Sub-committee, as necessary.

3.1.e. PUBLICITY OFFICER(S)

Duties will include:

- a. Promotion of the Club through the media, but may delegate certain aspects to other Club members, e.g., pennant reports, night bowls.

- b. Ensuring a record is kept of significant Club activities.
- c. Keeping the Club's website up to date.

3.1.f. SELECTORS (OPEN PENNANTS)

Four (4) selectors to be elected at a meeting of all bowlers, who will participate in the Saturday Open Pennants. This meeting to be convened at a date and time prior the AGM.

Duties will include:

- a. Responsibility for the selection of the Saturday Open Pennant teams to optimise each team's chances of winning a pennant. Teams are to be selected based on merit and compatibility with other players in the team, having no regard to discriminating in favour of players according to their sex, race, religion, or any factor other than their ability as a bowler.
- b. Electing a Chair of Selectors who will act as coordinator.
- c. Ensuring that the teams are written on the pennant noticeboard as early in the week as possible.
- d. Notifying the Publicity Officer of the selected teams for inclusion on the Club website.
- e. Preseason - organise open pennant practices.
- f. The Chair of Selectors must make themselves available at meetings called by the President as needed during the pennant season to provide feedback to/from players. The Administrative Secretary shall be advised of the meetings in sufficient time (at least 7 days) for all members to be notified of such meetings.
- g. Team Managers are elected by pennant sides after the teams are picked for the first pennant game of the season and before that game is played, usually immediately before the start of that match.
- h. Selectors will regularly consult with skippers and managers of each team re player's performances.
- i. The selectors will work a 'Duty Roster' each week for one (1) responsible person to do the ringing around.

NB: All discussions held at a selectors meeting shall remain private and confidential, any breach of this can result in disciplinary action by the Board.

3.1.g. SELECTORS (LADIES' PENNANTS)

Three (3) selectors to be elected at the March General Meeting.

Duties will include:

- a. Responsibility for the selection of the Ladies' Pennant teams to optimise each team's chances of winning a pennant. Teams are to be selected based on merit and compatibility with other players in the team, having no regard to discriminating in favour of players according to their race, religion, or any factor other than their ability as a bowler.
- b. Elect a Chair of Selectors as soon as possible.
- c. Choose day and time for the regular pennant selection process.
- d. Ensure the teams are on the pennant noticeboard immediately after their meeting and notifying the Publicity Officer of the selected teams for inclusion on the Club website.
- e. Pre-season organise pennant practices.
- f. The Chair of Selectors will personally approach individuals as needed regarding performance or arising problems.
- g. The selectors will regularly consult with the skippers and managers of each team to provide information for the selection process.
- h. The selectors will regularly consult with the skippers and managers of each team to provide information for the selection process.

- i. The selectors will work a 'Duty Roster' each week for one (1) responsible person to do the ringing around.

NB: All discussions held at a selectors meeting shall remain private and confidential, any breach of this can result in disciplinary action by the Board.

3.1.h. SELECTORS (MID-WEEK PENNANTS)

Two (2) selectors to be elected at a meeting of intending participants of this competition at least three (3) weeks before the commencement of the competition.

Duties will include:

- a. Responsible for the selection of the Mid-week Pennant teams. Teams are to be selected based on merit and compatibility with other players in the team, having no regard to discriminating in favour of players according to their sex, race, religion, or any factor other than their ability as a bowler.
- b. Choose day and time for the regular pennant selection process.
- c. Ensure the teams are on the pennant noticeboard immediately after their meeting and notifying the Publicity Officer of the selected teams for inclusion on the Club website.
- d. Pre-season organise pennant practice.
- e. The selectors will personally approach players regarding performance or arising problems.
- f. The selectors will consult with the skippers and managers of each team to provide information for the selection process
- g. The selectors should develop a roster to do the ringing around when necessary to fill last minute changes.

NB: All discussions held at a selectors meeting shall remain private and confidential, any breach of this can result in disciplinary action by the Board.

BY-LAW 4 AGM ELECTIONS

The following will be filled at the AGM, as required by our Constitution

4.1. BOARD POSITIONS

- a. President
- b. Administrative Secretary
- c. Administrative Treasurer
- d. Two (2) Vice Presidents, one (1) of whom is female and one (1) of whom is male.
- e. Two (2) or more Board members, subject to decision of the AGM.

All Board positions are for a term of one (1) year. Members are eligible for re-election.

4.2. TOURNAMENT SUB-COMMITTEE

- a. Tournament Director - one (1) year.
- b. Four (4) male Members - two (2) year terms alternately, casual vacancies are filled for the remainder of the outgoing member's term.
- c. Four (4) female Members – two (2) year terms alternately, casual vacancies are filled for the remainder of the outgoing member's term.

In any 1 year, two (2) male members and two (2) female members and the Director are required to be filled at the AGM.

At the first meeting of the Tournament Sub-committee the positions of Deputy Director, Secretary and Treasurer will be elected by and from within the Sub-committee.

4.3. NIGHT BOWLS SUB-COMMITTEE

- a. Director.
- b. At least four (4) Committee members.

All positions are two (2) year terms.

4.4. SOCIAL, FUNDRAISING AND CATERING SUB-COMMITTEE

- a. At least six (6) but no more than 8 Members.

All positions are one (1) year terms. These positions will be elected prior to the AGM by a separate general meeting of members and ratified at the AGM with a single motion.

At the first meeting of the Social, Fundraising and Catering Sub-committee the positions of Chairperson, Secretary and Treasurer will be elected by and from within the Sub-committee.

4.5. PORTFOLIO POSITIONS

- a. House Chairman.
- b. Bar Manager.
- c. Umpires Director.
- d. Club Coach.
- e. Publicity Officer.

All Portfolio positions are for a term of one (1) year. Members are eligible for re-election.

4.6. FINANCE SUB-COMMITTEE

One (1) elected Club Member for a term of one (1) year.

(Board President, Board Secretary and Board Treasurer are automatically on this Sub-committee).

4.7. AUDITOR

Elected at the AGM as per Constitution.

BY-LAW 5 FINANCIAL TRANSACTIONS

- 5.1. The Administrative Treasurer, President and Administrative Secretary will be signatories to bank accounts
- 5.2. All cheques must be signed by any two of the signatories
- 5.3. Internet banking will have two levels of signatories:
 - ◆ The Administrative Treasurer will be the sole “A” level signatory.
 - ◆ All other signatories will be “B” level signatories.No two signatories with a close family relationship may be co-signatories on any financial transaction.
- 5.4. The Administrative Treasurer will process online payments and will notify and ask a B level Signatory to approve and clear payment.
- 5.5. All payments made between Board meetings are to be reported in full at the next Board meeting.
- 5.6. All Sub-committees and individuals who handle money for banking, are to bank money in line with the Administrative Treasurer’s mandates processes and methods.

BY-LAW 6 SHORT-TERM (AD HOC) SUB-COMMITTEES

- 6.1. The Board may form Ad hoc Sub-committees to investigate required programmes and issues.
- 6.2. All such Ad hoc Sub-committees will be chaired by one (1) nominated member of the Board.
- 6.3. Members with expertise/interest in the area of the Ad hoc Sub-committee's tasks should be appointed to the Sub-committee.
- 6.4. Ad hoc Sub-committees can seek advice from sources outside the Club if they feel it appropriate.
- 6.5. No expense or contract may be entered into by Ad hoc Sub-committees. This is a responsibility of the Board only.
- 6.6. Ad hoc Sub-committees shall be given:
 - a Written clear instructions as to their task.
 - b Definitive time in which to carry out their task.
 - c Instructions regarding form and manner of the expected report to the Board.
- 6.7. As soon as its report has been presented and accepted, the Ad hoc Sub-committee is automatically disbanded, and members advised of this accordingly.

BY-LAW 7 MEMBERS CODE OF CONDUCT

- 7.1. By paying an annual membership subscription, members automatically agree to abide by this code of behaviour.
- 7.2. Members and visitors have a right to:
 - a. Be treated equally and with respect
 - b. Participate in an environment free from all forms of harassment and discrimination including physical, verbal, mental, emotional and/or social abuse or discrimination based on gender, creed, sexual orientation, disability, or ethnic origin.
 - c. Have their privacy and confidentiality treated lawfully and with respect.
- 7.3. Members must:
 - a. Behave honestly and with integrity.
 - b. Conduct themselves in a sporting manner having regard for all other players.
 - c. Comply with the rules of the Club (as described in the Club Constitution and By-laws).
 - d. Follow all safety requirements and practices.
 - e. Treat everyone with respect, courtesy and without harassment.
 - f. Respect the decisions of Club Officials and Umpires.
 - g. Refrain from behaviour that could offend, embarrass, or intimidate others.
 - h. Maintain confidentiality when required.
 - i. Use the resources of the Millicent Bowling Club in an appropriate manner.
 - j. Refrain from using abuse, threatening language or physical intimidation to any Club member, particularly Club officials including Selectors, Umpires, Board and Sub-committee members.
 - k. Refrain from using illicit drugs, both performance enhancing and recreational.
 - l. Avoid committing any breach of State or Commonwealth law. Any such breach will be referred to the appropriate law enforcement agency.
 - m. Understand that any misdemeanour by a member whilst in Club uniform may attract disciplinary action.
- 7.4. Serious breaches of the code of conduct will bring members into conflict with these By-laws and render them liable to sanctions prescribed by section 20 of the Constitution.
 - a. Any member, or Officer of the Club on behalf of the member, may bring to the attention in writing to the Administrative Secretary any breach of this code of conduct. The Secretary will immediately notify the President of the complaint and at the next Board meeting table the written complaint as an item of correspondence to the Board for their consideration.
 - b. If any State or Commonwealth law has been breached the President should immediately convene a meeting of the Board and organise to notify the appropriate law enforcement agency.
 - c. In the event of contravention of Club By-laws, the President will attempt mediation between the parties, if possible, seeking to clarify what happened and noting any witnesses, prior to the next Board meeting. Every effort will be made to resolve conflict calmly, with honesty, dignity and, as far as possible, maintaining confidentiality. The President will report to the next Board meeting on the success or otherwise of the mediation and recommend whether the Board need take further action as per section 20 of the Constitution. The Board will then deliberate and vote on whether to take any further action or not.

BY-LAW 8 MEMBERSHIP CLASSIFICATIONS

8.1. FULL AND LIFE MEMBERS

Full and Life Members may always participate in all bowling activities of the Club and access the greens subject to green availability as outlined in the Constitution or determined by the Grounds Sub-Committee.

They may participate in social events and represent the Club in pennant, tournament, association, regional and state competitions.

They are eligible to compete in Club championships.

They enjoy reciprocal playing rights in tournaments at other clubs.

8.2. SOCIAL BOWLER MEMBERS

Associate / Social Members may play in social competition in their own home club only. They may only play Pennants as described in Rule 9.3 of the Constitution.

They may not participate in Club championship or sponsored tournament events.

They may not participate in association, regional or state events and are ineligible to enter Club championships.

They do not enjoy reciprocal rights at other clubs.

8.3. SOCIAL NON-BOWLER MEMBERS

May not play bowls but may access the bar facilities and take part in non-bowling social events.

8.4. JUNIOR OR STUDENT MEMBERS

As per Full Members. Excluding voting rights.

8.5. RESTRICTED MEMBERS

See Rule 15 of the Constitution.

Restricted Members are entitled to such privileges as the Board determines from time to time and may only participate in casual or 'night bowls' competitions, or events specifically designated for Restricted Players. Examples of such events are the 'Night Bowlers versus Bowlers Challenge' and 'Legacy Day'. Restricted Members may practice when they wish at no cost but only when the greens are not required by other membership classifications.

8.6. TEMPORARY MEMBERS

These are paid up members from other Clubs and are very welcome visitors to our Club for bowls events.

Occasional practice on our greens by Temporary Members is welcome but those who require regular practice and regular participation in Club bowls are required to join at a level that meets their needs.

BY-LAW 9 NEW MEMBERS

- 9.1. Prospective members must be nominated for membership of the Club on the 'application for membership' form as per the Constitution. The Board will follow due process as per the Constitution in accepting or rejecting the application.
- 9.2. New members will be notified of the acceptance of their nomination for membership by the Club secretary as soon as possible after the Board's acceptance of their nomination.
- 9.3. New members will be assigned a mentor by their respective gender vice-presidents who will be responsible for the mentoring program for new players.
- 9.4. Mentors will introduce new members around and help them settle in.
- 9.5. Mentors will be available to answer any questions new members may have.
- 9.6. Mentors will show new members how to get involved in Club social, pennant, tournament, and championship bowls competitions.
- 9.7. New members who are also new to bowls will be introduced to the Club's coaches.
- 9.8. Mentors will assist in providing training and advice to new members and in familiarising them with the rudiments and etiquette of the game of bowls.
- 9.9. All members should be friendly to new members and make them feel welcome in their new Club.

BY-LAW 10 GUESTS

- 10.1. Guests of Club members are welcome at social bowls.
- 10.2. Bowlers are asked to advise the tournament committee of a guest in sufficient time to include them if possible.
- 10.3. Bowlers may bring a non-member of a bowling club at any time when the greens are not being used to introduce them to the game with a practice session.
- 10.4. After several social games, a 'Guest' will be expected to join the Club at a membership level that matches their needs.
- 10.5. Sponsors who are not members of a bowling club and who sponsor an event will be official guests and may choose to play in their event.
- 10.6. Any number beyond one (1) person is at the discretion of the tournament committee. For example, a large company may wish several of its employees to participate.

BY-LAW 11 REDUCED / DELAYED SUBSCRIPTIONS

- 11.1. In the event of financial hardship, a member may negotiate time payment, that is to pay membership by subscription, providing the first payment is made by the due date for subscriptions.
- 11.2. A member may also negotiate a reduced subscription in the event of financial hardship.
- 11.3. A member must request the reduction in a letter to the President of the Club although personal circumstances need not be expanded upon in writing but through discussion with one of the Executive. This correspondence MUST be kept confidential.
- 11.4. The President of the Club, the Club Treasurer and Club Secretary will make a majority decision on whether a reduction should be made and if so, to what degree.
- 11.5. The correspondence and decision will remain a private matter among those involved.
- 11.6. New full members may pay a half price membership for the first year providing they have not been a full member of any Bowling Club for at least 10 years.

BY-LAW 12 UNIFORMS

- 12.1. Club uniform changes will be decided at a Special General Meeting or at an AGM of the club.
- 12.2. An Ad-Hoc Sub-committee of at least four (4) members, two (2) males and two (2) females will investigate any changes to uniforms and recommend changes to the Board.
- 12.3. The Board may decide based on the Sub-committee recommendations or engage opinions of members on preferred options provided by the sub-committee.
- 12.4. Any club uniform chosen must have our club colours, green and gold, represented, our club logo and adhere to Bowls SA uniform policy.
- 12.5. Our uniform must be registered with Bowls SA, as per regulations.
- 12.6. The Club uniform must be worn by members when participating in Pennants and Club Championships except:
 - a. In preliminary rounds of Club Championships when players arrange their own match, time and date, neat casual clothes may be worn.
 - a. Subject to the uniform rules applicable to Pennants, new bowlers are given one (1) month to arrange for a Club uniform but are asked to approximate the uniform as soon as practicable.Neat, casual clothes are acceptable for 'casual/social' days and for practice.
- 12.7. For Night Bowls, flat shoes must be worn on the green although bare feet, or feet in socks, will be allowed. Regular bowlers are always required to use approved shoes on the green except that special dispensation will be considered by umpires on the day for medical conditions.

At the beginning of each season the Night Bowlers will be reminded of footwear requirements and skippers asked to ensure requirements are met.

BY-LAW 13 CHAMPIONSHIP EVENTS

- 13.1. Only full members of the Millicent Bowling Club who do not play pennants for another club are eligible to enter Club championship events.
- 13.2. The first three (3) rounds of Male and female events (except Singles) are to be run on the same day. Male events are to be organised by the male Tournament Sub-committee members and female events by the female Tournament Sub-committee members.
- 13.3. All players will be required by the Tournament Sub-committee to play at least three (3) games per day conditions permitting. Failure to do so will automatically result in a forfeit to the opponent/s in the next match.
- 13.4. No player will be required to play more than three (3) games in one day but may play more than three (3) games by agreement between opponents.
- 13.5. Players must be allowed a break of at least 15 minutes between games.

BY-LAW 14 HEALTH AND SAFETY POLICY

INTRODUCTION

The Millicent Bowling Club (Inc.) is a health and safety conscious Club. The well-being of our members and employees is of paramount importance. The Board believes that all injuries on the Club premises are avoidable. It is also committed to a policy where every effort is directed towards preventing any avoidable deaths from health-related issues on the Club premises.

RESPONSIBILITY

The Board is ultimately responsible for the implementation of this policy.

At the beginning of each year the Board will appoint a Risk Management Officer (RMO) or a Workplace Health & Safety Committee which will consist of, The House Chairman, Club President and 2 other members, to whom the task of implementing the policy will be delegated, overseen by the Board. The RMO or The Workplace Health and Safety Committee, will ensure compliance with the Work Health and Safety Act 2012 (SA).

POLICY DETAIL

- ◆ Club members will be encouraged to complete minimum first aid training particularly in the areas of CPR (Cardiopulmonary resuscitation), stroke, choking and heat stress.
- ◆ The Club defibrillating machine will be regularly checked and maintained according to the manufacture's recommendation by the RMO or The Workplace Health and Safety Committee.
- ◆ St John Ambulance will be appointed to check and replenish the contents of the first aid cabinet and inspect the defibrillator before the opening day each year.
- ◆ A day bed will always be available in the Clubhouse for un-well members.
- ◆ Volunteers or employees using Club machinery or dangerous chemicals will receive adequate training prior to use.
- ◆ Adequate personal protective equipment is to be available for all volunteers.
- ◆ Bar staff will be trained as required by the S.A. Liquor and Licensing Act 1997.
- ◆ Club machinery will be inspected and checked by the RMO or The Workplace Health and Safety Committee, for safety before opening day each year.
- ◆ Material Safety Data Sheets must be available for all hazardous materials used in the Club and stored in the area where used.
- ◆ Appropriate safety signage must be displayed on all hazardous material storage areas.
- ◆ Firefighting equipment will be checked annually by a qualified inspector.
- ◆ Club exits will be identified with illuminated signs as required by the S.A. building codes.
- ◆ Each year before opening day the RMO accompanied by the House Chairman, or The Workplace Health and Safety Committee, will inspect the Club grounds and buildings to identify any possible safety hazards.
- ◆ Such hazards are to be recorded and the actions taken to rectify each hazard.
- ◆ Accidents or near misses are to be quickly investigated, recorded and steps taken promptly to prevent a recurrence.
- ◆ The RMO or The Workplace Health and Safety Committee, is to report to the Board, when necessary.

BY-LAW 15 HEAT POLICY

The Millicent Bowls Club accepts responsibility for providing duty of care for its members and visitors when organising and running events, tournaments, and competitions. Our heat policy is a part of that duty of care.

In framing this policy, the Club assumes the following:

- a. That all participants, by entering the event / competition, have declared themselves in sufficiently good health to complete a full day's play given reasonable weather conditions. This is part of the player's duty of care to themselves and to the Club.
- b. That the Club may need to act in the case of extreme weather events to safeguard all players from harm by such extremes.
- c. All decisions will be based on our own thermometer readings.
- d. When an outside event (e.g., Pennants) played at our Club has a lower maximum temperature ruling than our own, the lower temperature will be the one on which decisions will be based.
- e. In the event of a higher authority running an event at our Club (e.g., State, Region or Association) the higher authority's policy will be actioned by them. If the running of the higher authority's tournament is delegated to our Club, our Club's Heat Rule the lower of the two (2) max temperatures will apply.

The Tournament Director and/or the umpire are the main arbiters of when to cease or suspend play due to excessive heat. In addition, the most senior Board member present is empowered to intervene to ensure that the provisions of this policy are adhered to.

There shall be no right of appeal from players.

All heat policy rulings applying to both men's, women's, and mixed gender under the control of external bodies are to be adhered to during matches played at our Club.

For all Championship, Tournament and Social events under our control, the following are to be observed:

- 15.1. Men and Mixed Gender / Cosmopolitan
38.0 + degrees play MUST be suspended until cooler conditions prevail. The official who has suspended play (Umpire, Tournament Director, or Board Member) will, with the agreement of the Tournament Director, decide when play will resume. Play must not resume until the temperature is below 37.0 degrees.
- 15.2. Ladies
36.0 + degrees play MUST be suspended until cooler conditions prevail. The official who has suspended play (Umpire, Tournament Director, or Board Member) will, with the agreement of the Tournament Director, decide when play will resume. Play must not resume until the temperature is below 35.0 degrees.
- 15.3. If the forecast temperature on the BOM webpage at 6pm for Millicent/Mt Gambier for the following day exceeds temperatures set out in clauses 15.1 or 15.2 play for the following day may be suspended for a period of time or cancelled at the discretion of the Tournament Director.
- 15.4. If high humidity and high heat make playing conditions dangerous, even if the temperature fails to reach temperatures set out in clauses 16.1 or 16.2 the Tournament Director may suspend play for a period of time.

- 15.5. Players who are unable to continue playing when temperatures are lower than those above may either withdraw from the competition or gain a substitute as per the Laws of Bowls.
- 15.6. A restart to a suspended event should be made as soon as conditions become favourable.
- 15.7. If it seems likely that too long a time will be required for conditions to become favourable, the Tournament Director may decide to cancel all further play and:
 - a. Declare a result based on games already completed, OR
 - b. Cancel the event, OR
 - c. Postpone the completion of the event to a later date.

Decisions of the Tournament Director are final and not subject to appeal.

BY-LAW 16 HIRE OF CLUBROOM FACILITIES

- 18.1. All requests for hiring the Clubroom facilities will be made to the Social, Catering and Fundraising Chairperson who will maintain a diary of bookings and fees charged.
- 18.2. Generally, our kitchen, dining room, lounge area and greens are available for hire. Bar facilities are available at normal rates, but the running of the bar and all proceeds are retained by the Club in all circumstances.
- 18.3. BYO is never available because it contravenes the terms of our liquor license.
- 18.4. Any damage caused to our buildings or facilities is to be made good.
- 18.5. Any breakages to crockery etc. will be charged at cost of replacement.
- 18.6. Where an outside group is engaged to provide meals using our kitchen facilities, an extra \$100 fee will be charged.

The following rates shall apply:

Member Family Functions -

\$50 due when booking + \$100 if using kitchen with an outside caterer

- ◆ \$50 refundable cleaning deposit will apply for the hire of the facilities. This deposit will be refunded if no cleaning is required
- ◆ When food is required a quote will be provided by the Social Sub-committee on the basis that everything is bought.
- ◆ Bar facilities will be available at normal rates.

Individual & commercial firms' functions -

\$350 due when booking + \$100 if using kitchen with an outside caterer

- ◆ \$150 to hire the facilities plus a \$50 refundable cleaning deposit. This deposit will be refunded if no cleaning is required.
- ◆ A \$100 refundable bond is payable prior to the function. This bond will be refunded if Clubrooms and grounds are left in good order.
- ◆ When food is required a quote will be provided by the Social Sub-committee on the basis that everything is bought.
- ◆ Bar facilities will be available at normal rates.

Flying Doctor Service, Millicent Hospital & Meals on Wheels

- ◆ No charge.

Other Registered Charitable Groups

\$50 due when booking + \$100 when using kitchen with an outside caterer.

- ◆ \$50

There will be a review of prices during even number years

(This By-law set 2020)

BY-LAW 17 LIFE MEMBERS

There shall be no more than six (6) Life Members at any one time.

The process of appointing life members shall be as follows:

- 17.1. Any member may nominate another member for Life Membership by recommending in writing to the Board Secretary. The nomination must be seconded by another member.
- 17.2. Life Membership is not to be bestowed lightly. It is the highest honour that this Club can bestow on any of its members.
- 17.3. Nominations should be done in a sensitive manner and in strict confidence such that undue pressure and embarrassment are not experienced by either the nominee or those having to make decisions about the acceptance or rejection of the nomination.
- 17.4. Any nomination not submitted in confidence must be deferred for at least 12 months.
- 17.5. The nomination will be in the form of a submission presenting a case for the nominee's approval by the Board as a member deserving of the honour of Life Membership.
- 17.6. The nomination will be tabled for at least three (3) months to allow time for all members of the Board to make a carefully considered judgement of the merits of the nomination. Confidentiality must be maintained at this time.
- 17.7. The submission will address the following criteria:
 - a. The number of years of voluntary service to the Club and in which leadership positions.
 - b. The number of years of general voluntary service and in which areas of Club activities the service was rendered.
 - c. Being a senior member of distinction who clearly shows exceptional personal qualities valued by other members.
 - d. Having displayed exemplary qualities of sportsmanship.
- 17.8. A total number of votes exceeding a half plus one of the number of Board members, including absentees, are required for the Board to take the nomination further.
- 17.9. If the Board approves of the nomination it will recommend to the next Club AGM that the members present at the AGM approve the Board's recommendation by majority vote and the member be so elevated to the honorary position of Life Member.
- 17.10. The Board, at its discretion, may seek clarification or further supporting documentation to assist their deliberations.
- 17.11. If the nomination is rejected by the Board, the nominee cannot be recommended for Life Membership again until the following season.
- 17.12. Life Members will be publicly recognised both by having their names added to the 'Life Membership Honour Board' maintained in the Clubrooms and by having their names printed in the Club's program book.
- 17.13. Life Members will enjoy all rights of any full member with the proviso that their annual membership subscription is waived.

Life Members, once elected, will remain Life Members of the Club until (a) the member notifies the secretary that they no longer wish to remain a Life Member of the Club, or (b) the Board terminates the appointment by majority vote of the Board followed by a majority vote of either an AGM or a Special General Meeting of members, or (c) death.

BY-LAW 18 BYLAW PROCESS

- 18.1. A copy of the Constitution and the By-Laws will always be displayed on the Club notice board.
- 18.2. The Board is the only authority within the Club who can enact By-laws.
- 18.3. In the development of By-Laws, the Board will consult with members re changes or additions. As a minimum requirement this will involve drawing attention to a draft By-Law on the noticeboard on at least two occasions to significant gatherings of Club members. No By-Law will be enacted until at least 28 days has passed from the first advice to Club members.
- 18.4. The Board, after undertaking the above consultative process shall enact changes and additions to By-Laws. Board decisions are final.
- 18.5. Recommendations from members to the Board re changes and additions shall be made in writing to the Board Secretary.
- 18.6. Notwithstanding all other review processes, every other year the Board will appoint an Ad hoc Sub-committee to review the Club's By-laws to ensure that they are relevant and up to date, reflecting what happens in practice in the Club and are consistent with our Constitution and the Constitution of Bowls SA.