



By Laws 1-16

of the

Bunbury Bowling and Social Club (INC).

This is the annexure of 26 pages of the club's By Laws and signed by the President and Secretary and dated 16th April 2019

Signed by Greg Slavin (President)

Signed by Laurie Blurton (Secretary)

BUNBURY BOWLING AND SOCIAL CLUB (INC).
72 Forrest Avenue
Bunbury WA 6230

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BUNBURY BOWLING AND SOCIAL CLUB (INC).
72 Forrest Avenue
Bunbury WA 6230

BY LAW 1

RESPONSIBILITIES OF COORDINATOR OF GREENS & GROUNDS

The Coordinator of Greens & Grounds will be responsible for the availability and maintenance of the bowling greens and surrounding grounds and to ensure all lights, fences and external structures are maintained in a good state of repair.

1. The Coordinator shall meet the requests of the management committee for all match, practice and social bowling requirements.
2. To ensure that all greens equipment is maintained in good order and that all safe working practises are adhered to in the use of machinery, fuels, chemicals and fertilisers and all orders for resources are entered in docket provided.
3. To liaise with selection and match committee coordinators, and function coordinator, to determine greens requirements, to enable satisfactory allocation of greens.
4. At the beginning of the bowling season ensure that all shades covering the ends of A, B, C & D greens are in good shape.
5. Check the barbecue area to ensure it is maintained in a clean manner.
6. Co-ordinate volunteers to maintain gardens and the grounds.
7. Ensure that equipment is maintained and repaired in the most expedient and economical manner.
8. Submit monthly activity reports, projected maintenance and equipment replacement requirements to the management committee.

BUNBURY BOWLING AND SOCIAL CLUB (INC).
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BY LAW 2

RESPONSIBILITIES OF COORDINATOR OF HOUSE

The Coordinator of House will be responsible for the repairs and maintenance to the clubhouse and associated buildings within the club environs, including all equipment with the exception of bar equipment

1. Receive reports of damage, deterioration or malfunction of equipment and arrange repair or replacement in the most expedient and economical manner by club members or an outside specialist.
2. Co-ordinate maintenance requirements for the buildings and environs.
3. To ensure that the necessary attention is given to the cooling & heating systems as required in the operations instructions.
4. Arrange routine tests and activities at specified intervals, eg. test exit and emergency lights, ensuring that logbooks are maintained and kept up to date as required by local authorities.
5. Submit monthly activity report and projected maintenance requirements to the management committee.
6. Seek management committee approval for any extraordinary expenditure.
7. Ensure the clubs MSDS (Materials Safety & Data Sheets) sheets are kept up to date.
8. Be involved in development and manage implementation of any long-term building development projects.
9. Liaise with City of Bunbury and other public authorities as necessary, for all repairs, maintenance and capital works projects.
10. Ensure contractors employed by the Club have their own insurance cover including public liability & workers compensation.

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BY LAW 3

RESPONSIBILITIES OF COORDINATOR OF BAR

1. Responsible for overseeing the duties and responsibilities of the Bar Manager.
2. Responsible for checking that correct bar pricing is occurring.
3. To liaise with the Bar Manager in recommending increases in bar prices for beer and wine in August each year or at a time as directed by the management committee.
4. Liaise with the Bar Manager and Finance Committee to determine charges for hire of Club premises.
5. To discuss with the Bar Manager any bar staffing issues and bring to the management committee.
6. Check with Bar Manager to ensure appropriate liquor licences are up to date.
7. Attend annual stock take with Bar Manager and Treasurer.
8. Submit a monthly activity report, including bookings & hall hire, to the Management Committee.

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BY LAW 4

RESPONSIBILITIES OF COORDINATOR OF SPONSORSHIP

The Chairperson of Sponsorship will be responsible for developing and maintaining lucrative sponsorship relationships with outside organisations.

Sponsorship Responsibilities

1. Identifying and securing new sponsorship partners.
2. Retaining current sponsors.
3. Delivering agreed sponsor benefits.
4. Manage advertising campaigns for any special events.
5. Represent the club as required at sponsor related promotional occasions.
6. Oversee recognition and expressions of appreciation to all sponsors.

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BY LAW 5

RESPONSIBILITIES OF COORDINATOR OF SOCIAL EVENTS

1. Program at least two months in advance at all times an array of entertainment and functions of a social nature.
2. Conduct, arrange or supervise normal fundraising activities, raffles, quiz nights, etc.
3. Coordinate & organise club's Australia Day breakfast.
4. Coordinate & organise club's social functions as required.
5. Coordinate club's annual trophy day presentation.
6. Coordinate catering for Men's XXXX Carnival, Ladies Classic and any other special events.
7. Ensure that all monies received and expended are promptly brought to account on statements as required by the management committee, together with all docketts and receipts.
8. Liaise with all other coordinators to ensure requirements for functions are met.
9. Submit a monthly activity report to the Management Committee.

BUNBURY BOWLING AND SOCIAL CLUB (INC).
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BY LAW 6

DUTIES & RESPONSIBILITIES OF THE BAR MANAGER

The Bar Manager will be responsible for managing the club bar, and various responsibilities related to function bookings, and cleaning within the clubhouse.

BAR RESPONSIBILITIES

The Bar Manager will be responsible for the efficient operation and continuity of the club bar.
The Bar Manager will:

1. have completed and will maintained an approved managers qualification.
2. Act as the Licensed Manager of the Bunbury Bowling and Social Club (INC).
3. Ensure that all personnel who serve behind the bar, including volunteers, have the required liquor licensing approvals and have undergone a course in responsible service of alcohol.
The Bar Manager will ensure that a list of qualified assistants (RSA holders and approved Managers) is displayed behind the bar.
4. Responsible for the OH&S of all bar staff.
5. Arrange the roster for all bar staff.
6. Order and take delivery of stock from various suppliers as required. Enter stock arrivals into the point of sales system.
7. Keep the cold room stocked with ready to use items.
8. Ensure that the minimum number of staff is employed to deliver satisfactory service.
9. Co-ordinate the routine cleaning of bar equipment.
10. Ensure that the bar is maintained and repaired in the most expedient and economical manner.
11. Count and deposit daily takings with Treasurer.
12. Provide Treasurer with summary of daily takings.
13. Prepare petty cash reimbursement summary.
14. Report operating activity, problems and trends to the management committee.
15. Seek management committee approval for any urgent extraordinary expenditure.
16. Conduct quarterly stock take and give to Treasure

CLUB HOUSE CLEANING:

The Bar Manager is responsible to ensure the internal club house is cleaned regularly including both the men's & women's toilets.

CLUB HOUSE MAINTENANCE:

The Bar Manager is to assist the Coordinator of House in reporting any club house maintenance that may be required.

FUNCTIONS' RESPONSIBILITIES

The Bar Manager will liaise with the Social Co-ordinator regarding bookings for private and members functions, special community bookings & special bowling events.

The Bar Manager will also be responsible for satisfying client requirements related to the bar, function room, kitchen requirements and use of the bowling greens.

The Bar Manager will:

1. Check that clients adhere to the agreed "conditions of hire" and determine if any costs need to be charged.
2. Co-ordinate and liaise with clients regarding their liquor requirements.
3. Arrange access for outside caterers if necessary.
4. Provide adequate bar staff for functions.
5. Ensure the clubhouse is ready for functions
6. Receipt payments for bookings where required.
7. Liaise with Greens Coordinator when organising rinks for bowls functions.
8. Arrange initial bowls instruction for function participants.
9. Complete and file booking sheets provided by Treasurer, and place greens bookings on sheets provided

KITCHEN RESPONSIBILITIES

The Bar Manager shall liaise with the kitchen manager to ensure that the operation, function, cleanliness and the hygienic handling of food within the club kitchen in accordance with current health regulations.

The Bar Manager will,

1. Ensure that volunteers are aware of correct and safe operation of equipment including stoves, dishwasher and roller shutter.
2. Report breakdowns and kitchen maintenance requirements to the Coordinator of House.
3. Liaise with clients after each function prior to their departure to ensure the kitchen is left in a clean, tidy and safe condition.
4. Inform Treasurer if all or portion of the hirer's bond is to be returned.

STAFF MATTERS

1. The Bar Manager in conjunction with the coordinator of the bar shall recommend to the finance committee staff who needs to be employed or terminated.
2. The Bar Manager shall be responsible for the supervision and training of the staff.

BINGO TICKETS:

The Bar Manager or bar staff will sell Bingo Tickets and deposit takings with Treasurer.

Revised 18th March 2019

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BY LAW 7

RESPONSIBILITIES OF CAPTAIN MEN'S BOWLS

CAPTAIN MEN'S BOWLS

The Captain Men's Bowls shall represent the men's bowls sub-committee on the management committee. He shall also be responsible for the administration of men's bowls events within the club and maintain a close liaison with the Captain Ladies Bowls for mixed events, and the Coordinator of Greens & Grounds for greens availability.

Specific responsibilities shall be:-

1. Hold meetings of men's bowls members of the club as required.
2. Chair all such meetings or, in his absence the sub-committee shall elect a Chairman.
3. Chair the meeting to elect selectors for the coming pennant season as per rule 19.5 (1) in the constitution. 3 selectors are required for both Saturday & mid- week pennants.
4. Ensure the early formation of a bowls program for the year; liaise with the Coordinator of Greens & Grounds on the green's availability and the Captain of Ladies Bowls for inclusion of mixed bowls events.
5. Submit the program to the management committee for endorsement.
6. Oversee the roles of match organization and conduct in conformity with the general policy and practice of the club.
7. Liaise with Captain of Ladies Bowls to recommend all game entry fees for ratification by the management committee.
8. Liaise with the Bar Manager on requirements for social needs associated with matches.
9. Oversee the collection and dispersion of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to club revenue, as per required distribution form.
10. On abandoned games adjudicate on prize and fees distribution or return to players.
11. Have umpires appointed for all pennant, open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses.
12. Encourage recruiting of new members and foster their introduction to the club and competitions.
13. Receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the management committee.
14. Welcome visiting pennant teams and any bowling groups.
15. Liaise with Coordinator of Sponsorship on the allocation of sponsorship and advise the sponsors on the day that their event will be held.

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BY LAW 8

RESPONSIBILITIES OF MEN'S SELECTION COMMITTEE

MEN'S SELECTION COMMITTEE

The Men's Selection Committee shall select teams for the South West League pennant competition and may be requested to assist on some other bowling events by the management committee.

1. The Selection Committee shall consist of a maximum of 3 persons consisting of the Captain and up to 2 selectors responsible for all men's pennant team selections.
2. The Captain shall be responsible for conducting the election of selectors as detailed in Rule 19.5, after the AGM but before the commencement of the pennant season.
3. Selectors shall be elected by a secret ballot of full, honorary and life male members who are registered to play pennants in the coming season.
4. Following direction from the Management Committee, the Men's Match sub-committee and Pennant Selectors sub-committee shall be responsible for the nomination of the number of teams and the level at which they will represent the Club for the South West League season.
5. The Men's Match sub-committee shall consist of Captain, Vice- Captain and co-opted members as required. Following direction from the Management Committee, they shall arrange and control all club events including Club selections and nominations for Club representation at any level for all events excluding pennants.
6. The Men's Match shall arrange on pennant and match days for the flags and corner flags to be erected, mats and jacks to be set out, scoreboards to be cleaned and adjusted. (Members who use equipment for private practise are responsible for returning it to the correct storage place).
7. At the end of each day ensure that all such equipment is returned to its storage place.
8. The sub-committees shall ensure that the Club's obligations to the South West Bowling League are fulfilled.

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BY LAW 9

RESPONSIBILITIES OF CAPTAIN LADIES BOWLS

The following By Law is the means by which the Ladies Bowls Committee is to be formed and run at the club in accordance with Rule 20 of the Constitution.

The Captain Ladies Bowls shall represent the lady's bowls members on the management committee.

CAPTAIN LADIES BOWLS

The Captain Ladies Bowls shall be responsible for the administration of Ladies Bowls events within the Club and maintain a close liaison with the Captain Men's Bowls for mixed events, the Coordinator of Greens & Grounds for greens availability, and the Coordinator of Social Events.

Generally, she shall fulfill the bowls social role of trophy presentation, guest introduction and such like.

Specific responsibilities shall be: -

1. Chair an annual meeting of lady members to elect office bearers for the ladies sub-committee (at the completion of the summer season).
2. Chair the meeting of registered pennant players & reserves to elect selectors for Ladies pennants for the coming season as per rule 19.5 in the constitution. 5 selectors are required.
3. Hold informal meetings of the lady's bowls members of the club regularly.
4. Chair all such meetings or, in her absence the sub-committee shall elect a Chairperson.
5. Ensure the early formation of a bowls program for the year; liaise with the Coordinator of Greens & Grounds on greens availability for the program and the Captain of Men's Bowls for inclusion of mixed bowls events.
6. Submit the program to the management committee for endorsement.
7. Oversee the roles of match organization and conduct in conformity with the general policy and practice of the club.
8. Liaise with the Men's Bowls Captain to recommend all game entry fees for ratification by management committee.
9. Liaise with the Coordinator of Social Events on requirements for social needs associated with matches.

10. Oversee the collection and dispersion of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to club revenue, as per required distribution form.
11. On abandoned games adjudicate on prize and fees distribution or return to players.
12. Have umpires appointed for all pennant, open events and club championships, and encourage younger bowlers to undertake umpire accreditation courses.
13. Encourage recruiting of new members and foster their introduction to the club and competitions.
14. Receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the management committee.
15. Liaise with the Coordinator of Sponsorship on the allocation of sponsorship and advise the sponsors on the day that their event will be held.
16. Following direction from the Management Committee, the Ladies Match sub-committee and Pennant sub-committee shall be responsible for the nomination of the number of teams and the level at which they will represent the Club for the South West League season.

They shall also arrange and control all Ladies Club events including Club selections and nominations for Club representation at any level for all events.
17. The Ladies Match and Pennant sub-committee shall ensure that the Club's obligations to the South West Bowling League are fulfilled.
18. The winners of the Club Championships in both the Men's and Ladies competitions are selected to represent the club in the SWBL Championships. If players are unavailable, then the runners up are the second choice.

Reviewed 20/5/19

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BY LAW 10

RESPONSIBILITIES OF FINANCE COMMITTEE

The Finance Committee shall consist of the President, Vice President, Secretary, Treasurer and Coordinator of Bar.

Specific Responsibilities shall be:

1. Publish a five-year Business Plan and audit its adoption, maintenance and review.
2. Report on the progress of the Business Plan to the AGM.
3. Report to the Management Committee on the financial position of the Club.
4. Meet at least quarterly during each term of office of the Committee of Management.
5. Review procedures associated with the handling of monies within the Club.
6. Make recommendations for any changes it considers appropriate arising from its reviews.
7. Liaise with Coordinator of Bar and Bar Manager to determine charges for hire of Club premises.
8. Ensure that the following insurance policies are current and complementary to insurance policies carried and paid by the City of Bunbury:
 - Public Liability
 - Members' Accident Insurance
 - Building, contents & greens insurance (fire, burglary, vandalism etc.)
 - Officers and director's liability
 - Money insurance including business interruption
 - Volunteers accident insurance
 - Workers compensation & any other insurance required by law through the employment of workers
 - Coaches and official's professional indemnity where volunteer coaches are required.
(Professional coaches/officials will be required to carry their own professional indemnity and show a Certificate of Currency before being allowed to coach in a professional capacity on Club grounds).

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BY LAW 11

BALLOT PROCEDURE

The following By Law is to be used as the guide for all ballots conducted by the management committee.

1. VOTING PROCEDURE FOR GRANTING LIFE MEMBERSHIP & ELECTION OF EXECUTIVE MEMBERS OF THE MANAGEMENT COMMITTEE.

Should there be multiple nominations for any Executive Committee position, the successful candidate shall be elected by a postal vote.

- a) Voting papers shall be delivered, distributed, or mailed to the last known address of all the eligible financial Full, Honorary and Life Members not less than twenty-one (21) days prior to the date of the Annual General Meeting.
- b) Any member may request an absentee voting paper from the Club Secretary, stating reasons for the request.
- c) The closing date of the ballot shall be at 5.00pm, four (4) days prior to the Annual General Meeting.

2. VOTING PROCEDURE FOR THE ELECTION OF ORDINARY COMMITTEE MEMBERS

Should there be multiple nominations for any Ordinary Committee position, there shall be voting slips distributed by the Returning Officer at the AGM.

- a) Any member may request an absentee voting paper from the Club Secretary, stating reasons for the request.

3) THE MANAGEMENT COMMITTEE SHALL APPOINT A RETURNING OFFICER TO CONDUCT THE BALLOT.

- a. The Secretary shall supply the Returning Officer with a current register of members eligible to vote in an election.
- b. Ballot papers shall show separately the surnames and given names of the candidates nominated for each office in respect of which an election is necessary.

- c. The order in which names of the candidates nominated for each office appear on the ballot papers shall be in accordance with a draw conducted by the Returning Officer in the presence of a member of the management committee and any candidates wishing to be present at the draw.
- d. The Returning Officer shall place their identifying mark on each ballot paper prior to distribution to Members.
- e. The club shall provide a ballot box, which shall be locked by the Returning Officer and placed in the club to receive the ballot at the time of distributing the ballot papers to members.
- f. All ballots shall be decided on a 'first past the post' voting system.
- g. All votes shall be recorded by marking on the paper an X opposite the name of the candidate of their choice.
- h. All votes shall be counted, as primary votes of equal rank.
- i. The candidate receiving the highest number of votes shall be the first successful candidate. The candidate receiving the second highest number of votes shall be the next successful candidate and so on, according to the number of candidates to be elected.
- j. When two or more candidates for a particular office have received equal votes, the ordinary members present and eligible to vote at the meeting shall determine the successful candidate on a show of hands, or if the chairperson so determines, by ballot. If on the counting of hands or as a result of the ballot there is still an equality of votes the chairperson shall have a second or casting vote.
- k. If a candidate has nominated for more than one position and is successful in more than one ballot, that candidate shall be deemed the successful candidate for the higher or highest of such positions.
- l. In the counting of votes for any lower position a successful candidate for a higher position shall be withdrawn from the ballot for the lower position. In this circumstance the candidate receiving the next highest number of votes shall be elected in place of that excluded candidate. This process shall be repeated until the vacancies are filled.
- m. The Returning Officer shall announce the results at the Annual General Meeting and the Secretary will post the results of the ballot on the club notice board immediately after the meeting.

3. INFORMAL VOTES

- 2.1 A ballot paper which,
- (a) shows more candidates marked as voted for than number permitted;
 - (b) is defaced or mutilated as to prevent the intentions of the voter being ascertained;
 - (c) does not clearly reveal the identity of the voter on the outer envelope of a postal vote as instructed on the ballot;
 - (d) carries any mark that identifies the voter on the ballot paper;
 - (e) has more than one ballot paper in a single ballot paper envelope;
 - (f) does not bear the Returning Officer's identification mark
- shall be deemed informal.
- 2.2 Ballot papers showing fewer candidates voted for than permitted shall not be deemed informal.
- 2.3 The Returning Officer may rule as he thinks fit on any other matter, but a ballot paper shall not be deemed informal only on account of a voter having used a mark other than a X to indicate his vote so long as his intention is clear.

3. SCRUTINEERS.

Candidates may nominate in writing to the Returning Officer a scrutineer to represent them at the ballot count. The scrutineer shall be a financial Full, Honorary or Life member of the club and shall not be a candidate for election.

- 3.1 A scrutineer may be present throughout the ballot and may query the inclusion or exclusion of any vote in the count, but the Returning Officer shall have first determination of any votes so queried.
- 3.2 A scrutineer shall not place or remove any mark on a ballot paper.
- 3.3 A scrutineer shall not interfere with or attempt to influence any member at the time such member is casting their vote.

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BY LAW 12

MISCONDUCT

The following By Law is to be used to determine allegation of misconduct by club members against each other or against the committee or club. (See Rules 15, 16 & 17)

1. MISCONDUCT

The management committee shall have power to reprimand, caution, suspend or expel a member found guilty of an act of misconduct or gross misconduct within or without the club premises which has brought, or is likely to bring, discredit to the club or has caused or is likely to cause any impairment of enjoyment of the club's premises or facilities by the members thereof. **(Rule 15.2 a)**

Should there be any conflict between this By Law and Rule 15, then Rule 15 takes precedence over these By Laws.

2. PROCEDURE FOR A CHARGE OF MISCONDUCT

- (a) The Secretary on receiving a complaint alleging misconduct by a member shall call a special meeting of the management committee to consider such complaint, which shall be submitted in writing. If the management committee considers that reprimand, suspension or expulsion is appropriate, the member should be advised in writing of the proposed action **(See Rule 15.2 b - f)**
- (b) The management committee shall call witnesses and/or members before it to state their case. Any decision of the management committee to reprimand, caution, suspend, expel or impose any other penalty, shall require a sixty percent majority of those present and voting to be valid.
- (c) A comprehensive record of proceedings must be kept and filed securely.

3. PENALTIES (See Rule 15.3)

- (a) An offending member may be asked to pay the cost of repair or replacement for club property damaged through their actions.
- (b) A period of suspension from membership for any period should not exceed twelve (12) months.
- (d) Where 60% of the committee agree that the charge is proven of gross misconduct they may suspend or expel the member.
- (e) The committee shall take due account of the effect of expulsion on a member who may desire to join an affiliated club in the future.
- (f) See Rule 15.3 for the effects of expulsion. The name of any member expelled shall be notified forthwith to RWABA.

4. APPEAL (See Rule 16 for Resolving Disputes)

- (a) See Rule 15.2 g if the member disagrees with the committee decision and requests a mediator.
- (b) See Rule 17 when a appointment of a Mediator is considered.

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BY LAW 13

STANDING ORDERS

1. Movers of motions shall be limited to ten (10) minutes and all other speakers to the motion including the right to reply) to five (5) minutes; provided that such time limit may be extended by the chairperson with the consent of the meeting.
2. When a motion or amendment has been moved and seconded the next speaker should be in opposition to the motion and the debate continued with speakers for and against in that order in continuity until all the points of the motion have been discussed but the chairperson may vary this procedure.
3. A member shall be entitled to speak only once to each question but with the permission of the chairperson may correct a mis-statement. Every amendment moved shall be treated as a new question. The mover only of any original motion shall have the right of reply.
4. The chairperson shall decide all points of order, but their decision may be reversed by a majority vote of the meeting.
5. No motion to dissent from the chairpersons ruling or decision shall be permitted unless made before any other business or speech has intervened, and no debate shall be allowed except by the mover who shall be limited to five (5) minutes - and the chairperson.
6. When the chairperson rises during a debate any member then speaking, or offering to speak, shall sit down, and the chairperson shall be heard without interruption.
7. It shall not be permissible to withdraw any motion that has been put from the chairperson, except with the consent of the meeting, one dissentient voice being sufficient objection.
8. A speaker shall not be interrupted except on a point of order.
9. A chairperson may discuss a motion or an amendment at their discretion provided that it is before the final reply by the mover.
10. Where a previously negated motion or a motion to alter or rescind a motion has been negated, no similar motion shall be brought forward within three months thereafter; and the effect of this provision shall not be evaded by substituting any motion differently worded, but in principle the same.
11. Discussion shall not be permitted upon any motion for an adjournment of the meeting, If upon the question being put and negated, the subject then under consideration or next on the business paper shall be discussed, and it shall not be competent for any member to again move for an adjournment of the meeting until half an hour has elapsed from the time of moving the one that has been negated.
12. A proxy vote may only be permitted when a formal notice of motion has been provided and the voter's intention is clearly enunciated. If that motion subsequently is amended, the proxy vote shall no longer be eligible.
13. At the general meetings, executive and management committee meetings, the President or chairperson shall have a vote as an ordinary member and in case of equality of votes a second or casting vote, to maintain the status quo.

14. Any discussion may be closed by a resolution that "the question be now put", be it moved, seconded and carried by a two thirds majority. Such resolution shall be put to the vote without debate. No speaker shall interrupt for the purpose of moving the closure.
15. When a motion is moved, seconded and carried that "the meeting proceed to the next business", the question shall be considered as dropped.
16. When an amendment is made upon any motion, no second amendment shall be accepted until the first amendment has been disposed of, but notice of a further amendment may be given. If an amendment is carried it shall be put as a substantive motion upon which a further amendment may be moved. If an amendment is negated a further amendment may be moved upon the original question, but only one amendment shall be submitted at a time.
17. Should a member be absent from any meeting at which is to be brought forward a motion of which notice has been given, the club secretary shall be informed and another member eligible to vote be named to act in that matter, otherwise the motion shall lapse.
18. It shall be lawful for a seventy five percent (75%) majority of the members present at any meeting to suspend any standing order herein contained provided the object of such suspension shall not be the rescinding of any resolution previously adopted by the club

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BY LAW 14

MISCELLANEOUS

1. NOVICE QUALIFICATIONS

Qualification to play in the club's Novice Competition:

- (a) Be a first- or second-year player.
- (b) Be a Full member of Bunbury Bowling and Social Club (INC).
- (c) Must not have won any previous Singles Bowling Championship, including the previous year's Novice Championship.

2. GUESTS

All ordinary members may introduce guests to the club at any time provided:

- (a) That guests shall not exceed the number permitted by the Liquor Act in force at the time.
- (b) A guest shall not be supplied with liquor in the club premises except on the invitation and in the company of a member;
- (c) A guest shall be supplied with liquor to be consumed only on club premises;
- (d) The member introducing a guest shall be responsible for the proper conduct of his guest(s) whilst on club premises;
- (e) A member may, at his expense and with the approval of the Bar Manager, supply liquor to guests, without limitation as to number at a function held by or on behalf of that member, at the club premises;
- (f) Any person who has been refused membership of the club or who shall be under suspension or expulsion from the club or any affiliated bowling club shall not be admitted as a guest of any member of the club. Provided that a person refused membership of the club, but who is a member of another club competing in a club organised competition at the Bunbury Bowling and Social Club (INC). shall be accorded the same privileges as other visiting competitors.

3 BEHAVIOUR

- a) Members and their guests must at all times conduct themselves in a socially acceptable manner.
- b) The name of any member refusing to leave the bar punctually at the hour of closing, shall be communicated by the bar staff to the management committee.

4 DRESS

To preserve the dignity of the club, members and visitors shall observe a fair and reasonable standard of dress.

Minimum requirements are:

- No tank tops or singlets for male persons
- Footwear is always required to be worn within the clubrooms

5 CHILDREN

Children must at all time:

- (a) be under the control of a parent, guardian or responsible adult member of the club;
- (b) conduct themselves in a manner so as not to interfere with the proper functioning of the club;
- (c) Refrain from entry onto the greens unless under instruction by a member of the club;
- (d) Parents, guardians or adult members bringing children onto club premises will be held responsible for their behavior and may be directed to leave the premises by a member of the management committee or club staff, if any child is contravening Clause 5 (a), (b) or (c) above.

6 TOILETS AND LOCKER ROOMS

Members are requested to give all possible assistance in maintaining the cleanliness of these facilities.

7 DRINKS ON GREENS

At no time is it permissible to take drinks of any kind whatsoever onto the greens, except in the case of medical emergency.

8 SMOKING

In compliance with health regulations, no member or his guest shall smoke tobacco products or electronic smoking devices within the confines of the club rooms or on any of the greens and must comply with the club's smoking policy.

Smoking is only allowed in areas designated by the club as a smoking area.

A member shall be responsible for his guests.

9 PARKING

The club will provide reserved parking bays for the following: -

- (a) President 1 bay
- (b) Vice President 1 bay
- (c) Treasurer 1 bay
- (d) Secretary 1 bay
- (e) Bar Manager 1 bay
- (f) Ladies Captain 1 bay
- (g) Men's Captain 1 bay
- (h) Loading Bay 1 bay

Between the hours of 8.00am and 6.00pm, to be used only by commercial vehicles servicing the club. - from 6.00pm onwards to be made available for general parking.

- (i) On specific occasions the executive committee or the Bar Manager may allocate reserved parking to visiting dignitaries and sponsors.

10 ANIMALS/PETS

Members are discouraged from bringing pets onto the premises.

- (a) Pets are not permitted on the premises when official competitions are in progress.
- (b) Dogs brought onto the club premises must be on a leash at all times.
- (c) Pets must not be brought into the clubhouse

Note – Guide dogs are not considered to be pets and are welcomed.

11 PLACING OF NOTICES

No paper, notice or placard, written, drawn printed or painted shall be placed on any notice board or exhibited in the club house without prior approval of the Secretary or relevant sub-committee chairman.

12 SALE OF RAFFLE TICKETS

The sale of raffle tickets and such like, other than for the benefit of the Club, is not permitted on the Club premises without the prior approval of the Management Committee.

13 LOAN OF CLUB PROPERTY

Club property shall not be borrowed or loaned without the prior approval of the Management Committee. (In urgent cases the President or Secretary may approve).

14 BUSINESS BASED GAMES

Any business-based games such as Poker are not permitted to operate on the premises of the Bunbury Bowling and Social Club (INC). Bingo is permitted while all proceeds are directed into Club finances.

15 FUND RAISING GROUPS

For financial and GST reasons the Club recognizes the following groups: Bingo, Ladies' & Men's sub-committees, Social Committee, Match Committee, donations and Sponsorship group. These groups are permitted to conduct financial operations and raise funds on behalf of the Club.

16 UNIFORMS

The Management Committee may review the Club uniform from time to time and make any changes that are deemed necessary.

The current Club colors are aqua, blue and yellow. (They are registered with Bowls WA).

The Match Committees may recommend whether Club uniforms are to be worn for events. Men's pennant shirts are to carry the logo of the Club's sponsor, Retravision.

17 PRIVATE FUNCTIONS

Members may, with the approval of the Management Committee, hold private family or business functions with or without a meal, with no limitation on the number of guests providing that the number does not exceed the requirements of current Liquor and Health Laws.

Members wishing to avail themselves of this opportunity must obtain prior approval and abide by any conditions imposed by the Management Committee. Members shall be responsible for the conduct of their guests.

18 CLUB COACHES

Club members who are official Club Coaches shall be accredited with Bowls WA and shall supply the Coordinator of Coaching with a copy of their Coaching Accreditation Certificate or other documentation as required from time to time.

This does not apply to informal coaching arranged privately between players.

BUNBURY BOWLING AND SOCIAL CLUB (INC).

72 Forrest Avenue

Bunbury WA 6230

BY LAW 15

LIFE MEMBERSHIP

NOMINATION PROCESS:

Any ordinary member of the Club may be nominated for Life Membership of the Club providing that the following criteria have been satisfied:

- The proposer and seconder are financial ordinary members of the Club.
- The nomination is the first submitted for the year. (Only one nomination per year is permitted).
- Information submitted in the written application is factually correct.
- Key information includes: at least 10 years membership, number of positions held and duration of those positions, volunteer achievements, any other examples of worthy contributions and dedicated service to the Club.

DEALING WITH THE APPLICATION:

- The Management Committee shall consider the merits of the application at the meeting following the receipt of the application.
- The criteria for Life Membership shall have been satisfied and demonstrated.
- Following consideration of the nomination by the Management Committee, a secret ballot will be conducted to determine its success or otherwise.
- If seventy-five (75%) of the Management Committee approve the nomination, it shall progress.
- Unsuccessful or incomplete applications may be resubmitted for consideration in a subsequent year but will not automatically be carried forward.

PROGRESSION OF THE LIFE MEMBERSHIP APPLICATION:

- On approval of the Life Membership nomination, the nomination shall be placed on the agenda for the Annual General Meeting.
- The Life Membership nomination shall be subject to By Law 11, Ballot Procedure, and ordinary members shall participate in a postal vote to confirm approval.
- The results of the ballot shall be confirmed at the Annual General Meeting.
- The successful applicant shall receive an appropriate certificate signed by the President and Secretary, confirming the status of Life Member.
- The certificate shall be presented at the Club at the Annual General Meeting.
- A photograph of the successful applicant shall be hung in the gallery of previous Life Members.

LIFE MEMBERSHIP NOMINATION FORM

Nominee:

Proposer:

Secunder:

We, the proposer and secunder of this application, ask that the Management Committee consider this nomination.

We consider that the nominee is worthy of Life Membership.

Attached is information that we believe satisfies the criteria for Life Membership.

Signed:

Proposer

Secunder

Date / /

Criteria Checklist: Length of membership

Positions held & duration

Volunteer achievements

Any other worthy contributions & dedicated service.

Management Committee meeting held / /

75% majority vote achieved Yes / No

Annual General Meeting held / /

Postal Vote 75% majority vote achieved Yes / No

Life Membership granted Yes / No

Signed:

President

Secretary

Date / /

BUNBURY BOWLING AND SOCIAL CLUB (INC)

72 Forrest Avenue

Bunbury WA 6230

BY LAW 16

VOLUNTEERS

The Bunbury Bowling Club must use volunteers in the day to day club operations.

Volunteers are required to act and perform their tasks in the same way as a normal paid employee, and that is

- i. Take reasonable care for your own health and safety
- ii. Take reasonable care to ensure you don't affect the health and safety of others
- iii. Carry out tasks in a safe manner
- iv. Follow the work health and safety instructions given to you by the club committee or officer.

Other ways of making sure you take reasonable care are:

- v. Limit your activities within the role you have been assigned
- vi. Do not carry out activities that you do not have the skills to undertake
- vii. To not do anything that seems to be unsafe.

Incident Reports

In the event of an accident or incident occurring then it is a requirement to fill in an Incident Report Form, available from the club officer. If the incident is serious then under the WHS Act, it is deemed a *notifiable incident, in which case Worksafe will be advised.*

Working with Children Certification

Club volunteers coaching or supervising school groups should have the WWC certification, which is available from the Post Office.