



# Joondalup Bowling Club By-Laws

These By-Laws are to be read in conjunction with  
the Constitution of the Joondalup Bowling Club

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## **1. Committees**

### **1.1 Management Committee**

The Management Committee of the Club shall consist of:

- President
- Vice President Men
- Vice President Ladies (serves as Ladies President)
- Secretary
- Treasurer
- Assistant Secretary Men
- Assistant Secretary Ladies (serves as Ladies Secretary)
- Men's Bowls Captain
- Ladies' Bowls Captain
- Chairperson, Greens
- Chairperson, Social
- Chairperson, Sponsorship

### **1.2 Executive Committee**

The Executive Committee of the club shall consist of:

- President
- Vice Presidents (Men and Ladies)
- Secretary
- Treasurer

### **1.3 Finance Committee**

The Finance Committee of the club shall comprise of:

- President
- Vice Presidents (Men and Ladies)
- Secretary
- Treasurer
- Assistant Secretaries (Men and Ladies)



## 2. Standing Committee

Standing Committees as required to carry out the functions of the Club and being responsible to the Management committee shall be elected annually by financial Ordinary and Life Members of the Club.

Standing committees shall comprise:

- Men's Match Committee
- Ladies' Match Committee
- Men's Selection Committee
- Ladies' Selection Committee
- Greens Committee
- Social Committee Sponsorship Committee

All financial Ordinary members of the Club shall be responsible for the election of the Greens, Social and Sponsorship Committees while Match and Selection Committees are to be elected by members of their respective gender.

- (a) Each Standing Committee, other than the Match Committees, shall elect a Chairperson prior to the first sitting of the Management Committee following the Annual General Meeting. Members of their respective gender shall elect Match Committee Chairpersons, who shall be known BOWLS Captains. Other than the Chairpersons of the Selection Committees, these Chairpersons shall take a position on the Management Committee. Members may serve on one or more Standing Committees but may only serve as Chairperson on one committee. A member of the Executive Committee may not serve as a Chairperson on any Standing Committee
- (b) All Standing Committees shall be subordinate to the Management Committee and report to the Management Committee through its Chairperson. Reports to be in writing.
- (c) The President and Secretary shall be ex-officio members of all Standing committees and be notified of all intended meetings. They shall not have a vote in Standing Committees but may advise on policy and procedure.
- (d) The Chairperson of each Standing Committee shall be responsible for the conduct of their committee and carrying out the duties detailed for the committee in the Club By-Laws.
- (e) Each Standing Committee shall meet as required.
- (f) The Chairperson of a Standing Committee shall exercise the utmost discretion in any action deemed necessary. All other committee persons and all other members of the Club shall refer any criticism to the appropriate Chairperson who, if the matter is serious, shall refer it to the club President.



## **2.1 Ladies' and Mens' Match Committee**

Ladies' and Men's Match Committees shall comprise of maximum of five (5) members each, inclusive of the Chairpersons, who will be known as the Bowls Captains.

## **2.2 Ladies' and Mens' Selection Committee**

Ladies and Men's Selection Committees shall comprise of maximum of five (5) members each, inclusive of the Chairpersons, who shall be elected from within the committees. They will be responsible for the selection of all pennant teams and Club representation.

## **2.3 Greens Committee**

The Greens Committee shall comprise of a maximum of five (5), inclusive of the Chairperson, who shall be elected from within the committee.

## **2.4 Social Committee**

The Social Committee shall comprise of the Chairperson and up to twelve (12) committee members. The Chairperson shall be elected from within the committee.

## **2.5 Sponsorship Committee**

The Sponsorship Committee shall comprise of a maximum of five (5), inclusive of the Chair Person, who shall be elected from within the committee.



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## **3. Duties of Officers**

### **3.1 The President**

The President shall preside at all management, financial, executive and general meetings and have a casting vote only. If absent either of the Vice Presidents may preside.

### **3.2 The Vice-President**

The Vice-Presidents shall deputize for the President when absent and be allotted duties as and when required. The Senior Vice-President will be the person who has been in office the longer. Should both Vice-Presidents be newly elected either may take the chair in the President's absence either by agreement or by the toss of a coin.

### **3.3 The Secretary**

The Secretary of the Club shall, unless otherwise excused, attend all meetings of the Club, keep a correct record of all proceedings, keep a record of all names and addresses of members of the Club and do such clerical work as may be necessary for the observance of the Rules and By-Laws of the Club. The Secretary shall convene all meetings of the Club and of the Management Committee in accordance with these rules, attend to all correspondence and carry out the normal duties of the office of Secretary as required by the Management Committee. During the Secretary's absence these duties shall be devolved to either of the Assistant Secretaries as nominated by the Management Committee.

### **3.4 The Treasurer**

The Treasurer shall be responsible for all monies paid to the Club and shall ensure that all such monies are paid into the bank account of the Club. The Treasurer shall keep correct accounts and books showing the financial affairs of the Club. Present a Financial statement to the Management Committee at its monthly meetings. At the Annual General Meeting of the Club, the Treasurer shall present a financial statement for the past year.



## **4. Duties and Responsibilities**

### **4.1 Bowls Captains**

- (A) The Bowls Captains are responsible to the Management Committee for the
- (B) administration of the bowls activities of the men's and ladies divisions of the club
- (C) The Club Captains are to ensure that there is a close liaison between the Men's and Ladies Divisions.
- (D) The Club Captains are to liaise with the Chairperson of the Greens Committee and/or the Green Keeper.
- (E) The Club Captains are to co-operate with the Chairperson of the Social Committee to support social needs.

The Club Captain's specific responsibilities shall be:

- (A) To hold meetings with respective Men's and Ladies Match Committee's and Chair all such meetings.
- (B) To submit the annual proposed Bowls Program to the Committee for endorsement.
- (C) To liaise with the Umpires to ensure that umpiring equipment is properly stored and maintained in good working order.

### **4.2 Match Committees**

The roll of the Men's and Ladies Match Committees is:

- (A) To arrange on match days for the umpiring equipment to be put into position and the flag raised.
- (B) At the end of each day to ensure that all such equipment is returned to its storage space
- (C) On abandoned games, adjudicate on prizes and fees distributed or returned to players
- (D) To have umpires, markers and scorers appointed for all Open events and all Club Championships.
- (E) To organize and run all club events, including but not limited to Championships and social bowls

### **4.3 Greens Committee**

The role of the greens Committee is:

- (A) To assist with the maintenance of the grounds, lawns and verges of the Club Premises.
- (B) To assist the Green Keeper in renovation work as required.





The specific duties of the Chair Person of this Committee shall be:

- (A) To liaise with the Green Keeper in meeting the requirements of the Club for all match and practice requirements.
- (B) To ensure that the Green Keeper maintains all greens and equipment in good order and that the Green Keeper adheres to safe working practices in the use of machinery, fuels, chemicals and fertilizers and all orders for resources are recorded as required.
- (C) To liaise with all Selection and Match Chairpersons to determine greens requirements and keep the Green Keeper informed to enable the allocation of greens.

#### **4.4 Social Committee**

The roll of the Social Committee is:

- (A) To organize and arrange all social functions and in-house fundraising, including catering, to meet the needs of the members.
- (B) To ensure that all monies received and expended are promptly brought to account on statements as required by the Management Committee together with docketts and receipts.

#### **4.5 Sponsorship Committee**

The roll of this Committee is to raise funds for specific projects and trophies as required by the Club.

- (A) Ensure that any endorsements sought are acceptable to the management Committee and comply with ethical community standards.
- (B) Ensure that any monies received or expended are promptly brought to account as required by the Management Committee.
- (C) To insure there is no competing sponsors eg. Two real estate sponsors.

#### **4.6 Selection Committee**

The Selection Committee shall be responsible for the selection of all Pennant teams. Team Selection shall be displayed on the club notice board at least 48 hours prior to matches. The Committee shall:

- (A) Advise all players personally who are involved in late team alterations
- (B) Appoint a team manager to each Pennant side and advise them of their duties
- (C) Ensure that all Pennant results are lodged as required by the respective bodies
- (D) Ensure that umpires are available for home games
- (E) Ensure that greens are prepared for play with mats and jacks in place and flag raised
- (F) Return all equipment to its place in the clubhouse or shed
- (G) Select all teams for representation for special events



## **4.7 Finance Committee**

The Finance Committee is directly responsible to the Executive Committee and may be directed by that Committee from time to time to examine and report on any particular aspect of the financial affairs of the club.

- (A) Review the financial affairs and records of the club to ensure those records accurately reflect the financial position of the club
- (B) Conduct such reviews not less than three times a financial year
- (C) Ensure the correct presentation of the annual Statement of Affairs and balance sheet to the Annual General meeting of members.

## **5. Attire**

Competitors and members officiating on the green shall wear club uniform during Pennants and regulation attire or club uniform during championships. At all other times standard of dress shall be determined by the Management Committee.

## **6. Prizes and Trophies**

All prizes and trophies for competitions shall, unless otherwise prescribed by the donor of the trophy, be competed for under such terms and conditions as the respective Match Committee may determine.

## **7. Umpires and Scorers**

It shall be the responsibility of the Match selection Committee to appoint an Umpire and where necessary, Markers / Scorers for all competitions.

## **8. Club Competitions**

- (A) All members competing in Club Competitions must be financial ordinary members, junior members or life members and the entry fees must be paid before competing.
- (B) After the draw has been made, any competitor failing to report at the appointed time for play in Club Championship events without prior notice of forfeiture may be ineligible to nominate to play in the next Championship.



(C) All club championships to be held on a Sunday and all Men's and Ladies 'finals' to be held on the same Sunday and time.

## 9. Definition of a Novice

A novice is a person who is a first- or second-year registered player

## 10. Competition Times

Designated competition times will be nominated by the Management Committee, or Match Committee on behalf of the Management Committee, throughout the week along with constant green closure times. These times will attract 'green fees' from all players participating.

All mornings are allocated to practice after 10am if no competition being played (e.g. Club Championship or pennants).

All evening activities requiring lighting will attract 'green fees'.

## 11. Bowling Practice (Roll-Up)

The definition of a roll-up is when a member randomly attends the club at a time **outside** organised bowls competition times (refer to section 10) for the purpose of practice either alone or with other members. This group would ordinarily be no more than eight (8) players.

Exceptions to this rule may be granted with prior permission from the Management Committee.

No bowling is allowed when the Red flag is flying and on Mondays. Committee may grant exemptions. The red flag can be raised and lowered by the following persons.

- (1) Green Keeper
- (2) Greens Chair person
- (3) Match captains Ladies or Men's
- (4) Committee person

## 12. Out of Pocket Expenses

Office holders or members who have paid out money authorized by the Club shall be reimbursed for out of pocket expenses on production of a receipt or statement supporting the claim.



## **13. Welfare Officer**

To be appointed by the Executive Committee.

## **14. Promotions / Recruitment Officer**

To be appointed by the Executive Committee.

## **15. Visitors**

Visitors to the club may use our greens for a maximum Three (3) times before they are required to join the club, the management committee on application may extend this time

at their discretion. All visitors will pay an additional \$4.00 on the green fees of the day.

All visitors must be accompanied by a member or be participating in an organized social bowling event.

Visitors participating in organised events (Saturday afternoon, Friday Night or Sunday afternoon) or invitational events are exempt from the three visit rule as long as they are financial bowling members of a club.

## **16. Club Membership**

### **16.1 Full Ordinary Membership**

New bowlers will pay \$75.00 less than the prescribed ordinary membership for their first year. For those who join after the 31 March, Membership will carry through to the following year.

All other bowlers who join the club after the 1<sup>st</sup> January, other than returning members of one year or less who shall pay the full ordinary members fee, shall pay a fee equal to the proportion of months remaining based on an ordinary members fee.



Note. A New Bowler is someone who has never been a member of a bowling club anywhere.

## **16.2 Recreational Membership**

As per the Constitution.

The Membership fee will be the full Ordinary Membership fee minus the BowlsWA affiliation fee.

New bowlers will pay \$75.00 less than the prescribed recreational membership fee for their first year. For those who join after the 31 March, Membership will carry through to the following year.

All other bowlers who join the club after the 1<sup>st</sup> January, other than returning members of one year or less who shall pay the full recreational members fee, shall pay a fee equal to the proportion of months remaining based on a recreational members fee.

Note. A New Bowler is someone who has never been a member of a bowling club anywhere.

## **16.3 Junior Membership**

As per constitution with amendment added to allow for 8 – 12 year olds

## **17. Elections**

In the event of an election when deciding new committee members, the election can be conducted using secure electronic voting. All responses will be anonymous and directed to the Returning Officer and scrutineers only.

## **18. Amendments to these By-Laws**

The Committee can amend or repeal these By-Laws by a vote of not less than 75% of the members voting, any repeal or amendment of these By-Laws shall be notified to the members by notice on the Club notice board or on the Club web site.

The Committee can amend or repeal Policy Documents by a majority vote of the members voting.



Any repeal or amendment of these By-Laws shall be notified to the members by notice on the Club notice board or on the Club web site.

These By-Laws are to be read  
in conjunction with the  
Constitution of the Joondalup  
Bowling Club