

**BASSENDEAN BOWLING CLUB INC
BY-LAWS OF THE CLUB**

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BASSENDEN BOWLING CLUB ORGANISATION CHART

PRESIDENT

EXECUTIVE

Vice President

Secretary

**Bowls Club
Captain**

**Executive
Social and Bar**

**Executive
Greens & Surrounds**

BOWLS OPERATIONAL COMMITTEES

Men's Captain

**Chairman of
Selectors (Men)**

**Chairman of
Selectors
(Women)**

Ladies Captain

Selectors

Selectors

THE BASSENDEAN BOWLING CLUB BY-LAWS

These By-laws are designed for the smooth running of the Club and cannot override the Rules of the Club. Addition, deletion or alteration to these By-Laws can only be made by the Executive Committee after notice of such change is posted on the Club notice board for not less than fourteen (14) days prior to the Executive Committee meeting at which the resolution regarding the change will be tabled.

Section A BOWLS COMMITTEES

After the first meeting after it's election The Executive Committee may approve the following sub-committees:

1. The Bowls Operational Committee

The Bowls Operational Committee, (Men's and Ladies) hereinafter referred to as the Bowls Committee. A separate poll will be conducted to elect a Bowls Club Captain (every two years), a Men's Captain, Ladies Captain, Chairman of Selectors (men) and selectors, Chairlady of Selectors and selectors every year.

1.1 Nominations

Nominations for the Bowls Committee shall be in accordance with the Club's Rules and all members shall be eligible for nomination.

1.2 Voting

To purchase bowls equipment as required. Elections shall be conducted in accordance with the Club's Rules. The election shall be held one month prior to the Club's elections.

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1.3 Function and Goals of the Bowls Committee

- (a) To promote and oversee bowls at the Bassendean Bowling Club and establish equality.
- (b) To establish an acceptable (women and men) set of rules for club events, pennants and any other bowls operations.
- (c) To establish, where necessary, operational rules and expectations for bowling members (e.g. Policies and Procedures such as complaints, apparel, code of conduct, heat rule, allocation of resources etc.
- (d) To work and support each other and provide a unified committee to the members.
- (e) To understand that equality does not mean that all things will be the same for men and women.

2. Social Committee

2.1 The *Social Committee* shall comprise of not less than 3 members and not more than 7 members, one of whom shall be the member of the Executive Committee who holds the Social Committee Portfolio.

2.2 The above- mentioned member of the Executive Committee shall Select the members and the members shall elect their own President and Secretary/Treasurer.

2.3 The *Social Committee* shall be responsible for all social functions of the Club, fundraising activities and any other tasks directed by the Executive Committee.

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2.4 Permission to use the kitchen facilities by a Caterer must be obtained in writing to the Executive through the Executive Member (Social and Bar).

2.5 The caterer must have insurance in the case of an accident during the time allotted to them. The Bassendean Bowling Club does not accept any liability for any injury or damages incurred by the caterer.

2.6 A prescribed fee per hour will apply for the use of the kitchen and its facilities. This fee may be changed on the authority of the Executive Committee when and if necessary.

2.7 The Social Committee may, but are not bound to maintain a separate bank account in the name of

The Bassendean Bowling Club – Social Committee

2.8 If the Social Committee does maintain a separate bank account they shall follow the procedure below:

The balance of the account that exceeds \$2,000 at the end of each month shall be transferred to the Club's main bank account and a monthly-recorded financial statement of receipts and payments shall be submitted to the Executive Committee at their monthly meeting. A report of activities of the Committee shall accompany the financial statement.

3. Greens and Surrounds

3.1 Members bowling or otherwise may not approach the Green Keeper on any matter concerning the state of greens or otherwise.

3.2 All enquires/complaints must be made through the Executive Member (Greens and Surrounds) to the Executive Committee for clarification or action.

3.3 Any member who does not comply with the above By-Law may face a two month ban from the club.

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Section B Property and Income

1. The Club shall:

- 1.1 provide and maintain bowling greens, buildings, grounds and such facilities as deemed necessary for the use of its members in accordance with the objectives of the club;
- 1.2 not be responsible for the loss or damage to any property brought onto the club's premises by members or visitors.
- 1.3 Have discretion to grant approval for a member to remove any property of the club for their personal use should it so desire subject to the member accepting full responsibility and liability for the property to the club with the agreed time and in good working order.

Section C Guests

- 1.1 Members may invite guests into the club provided that each member does not have more than five guests at any one time.
- 1.2 Members shall accept full responsibility and liability for their guests. Members and their guests must comply with provisions of the Liquor Act 1988.
- 1.3 Children must be accompanied by, and under the supervision of a responsible parent or adult so as not to interfere with the quiet enjoyment of members and their guests. At no time shall children be permitted in the proximity of the Bar i.e. approximate distance of two metres.

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Section D Fees

1.1 Fees shall become due for payment on the 1st of July each year and shall comprise the following

Membership Fee (see Club Rule 6)
Green Fees
Capitation Fees

1.2 Members at a General Meeting shall determine the fees payable.

1.3 An account for fees shall be forwarded to every member at their last known address at least one month prior to the end of the financial year.

1.4 New members joining during a financial year shall pay fees as follows:

Joining after February 1st 60% of relative fees

Joining after April 1st Next years' fees.

Section E Overdue Fees

1.1 An account reminder shall be forwarded to every member who has not paid his or her fees by the first day of August.

1.2 Should the fees remain unpaid by the fifteenth of August then that member shall cease to be a member. The Executive Committee shall have the power to reinstate the member.

1.3 Only financial members shall be eligible to vote at any General Meeting.

1.4 A list of un-financial members as at the first day of August shall be placed on the club notice board.

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Section F Application for Membership

1.1 Every application for membership of the Club shall be signed by the applicant and by two full members as proposer and seconder.

1.2 The application form shall be placed on the Club notice board for a period of fourteen 14 days.

1.3 The Executive Committee shall determine by a minimum of four 4 affirmative votes at a meeting if any application is accepted.

1.4 A person shall not be eligible to reapply for Membership for a period of six (6) months should their application not be accepted.

1.5 Notice of acceptance shall be forwarded to the applicant within fourteen 14 days of the Executive Committee monthly meeting.

Section G Private Functions

1.1 Members may hold private family or business functions, with or without a meal on the Clubs premises. They must gain the approval of the Executive and therefore give sufficient notice of the function in order that their notice be considered at Executive Committee monthly meetings.

1.2 The member/s concerned shall accept full responsibility and liability for the Club's premises during the function.

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Section H Dress Requirements

1.1 Reasonable clean working attire is permitted until 7.00 pm weekdays and until 12.00 noon on Saturdays. At all other times a reasonable standard of dress is required.

1.2 Approved footwear is required at all times on the bowling greens.

Section I Greens

1.1 Approved bowling attire must be worn on greens whenever pennants or organised club competitions are conducted.

1.2 All equipment must be returned to the locker room on completion of play.

1.3 Rubbish containers are provided on all greens and all persons are expected to use them.

1.4 Roll-ups are not to be conducted on any green where a competition game is in progress. This does not apply to vacant greens.

Section J Parking

1.1 Members and visitors shall not park in specially designated areas.

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Section K Code of Conduct

1.1 All persons within the club premises are to conduct themselves in a manner that will not bring the club into disrepute.

1.2 Swearing and obscene language will not be permitted, and offenders will be asked to leave by any member of the Executive Committee who may be present or by the Club Secretary, Manager or Bar Manager.

1.3 Club members who breach this Code of Conduct will be subject to disciplinary action by the Executive Committee.

1.4 The use of e-cigarettes including vapes is not permitted within the club and in designated “**No Smoking Areas**”.

BASSENDEAN BOWLING CLUB (INC)

BY-LAWS

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