

BASSENDEAN BOWLING CLUB INCORPORATED

BY LAWS

March 2021



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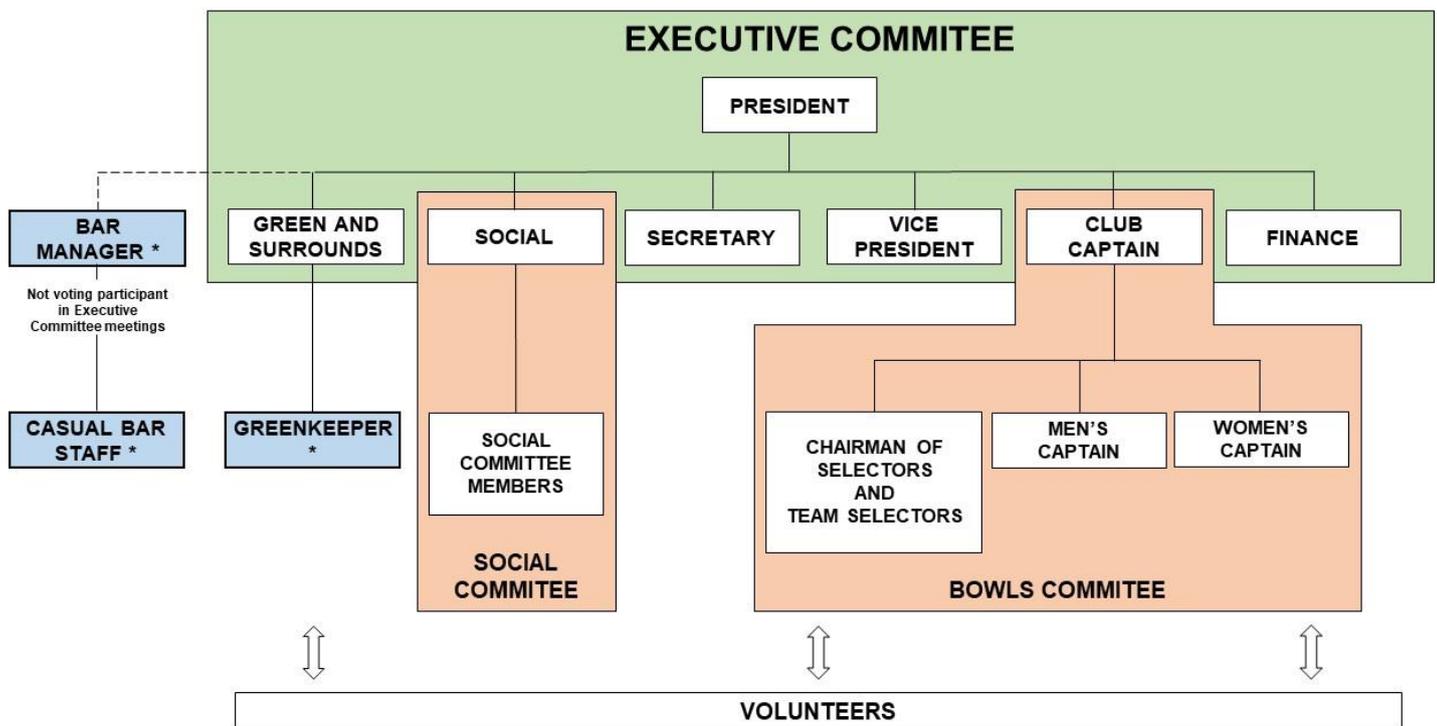
Introduction

These By Laws are designed for the smooth running of the Club and should be read in conjunction with the Constitution of the Bassendean Bowling Club Incorporated.

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 - Organisation Structure

The Bassendean Bowling Club organisation structure is shown below.



* Indicates salaried position/s

The organisation structure consists of a mix of volunteer and paid positions. Paid positions are shown in blue shaded boxes.

A Standards and Behaviours Committee is also established to hear matters of complaint or non conformance with the Code of Conduct if, and as required. The group comprises an appointed independent Chair who must be a current fully paid playing member, the Vice President and one other fully paid member.

The operations of the organisation are described in more detail on the following pages.

Section B - Bowls Committees

The Executive Committee may approve the following committees:

- The Bowls Committee;
- The Social Committee; and
- Other committees as required.

The form and function of the first two are explained in more detail below.

1. The Bowls Committee

The Bowls Committee, may be established at any time by the Executive Committee and will be chaired by the Bowls Club Captain.

1.1 Composition and Nominations

The Bowls Committee will include The Bowls Club Captain, The Men's Captain, The Ladies Captain, The Men's Chairman of Selectors, The Women's Chairlady of Selectors and other volunteers. Nominations for the Bowls Committee shall be in accordance with the Club's Rules and all members shall be eligible for nomination.

1.2 Appointment

The Executive Committee will vote on the composition of the Bowls Committee.

1.3 Function of the Bowls Committee

The Bowls Committee function is to:

- Manage and co-ordinate club events, state events, carnivals, Country Week and other bowls related events;
- Establish and communicate conditions of play for club events, and any other bowls event, competition or carnival.
- Promote and oversee bowls at the Bassendean Bowling Club;
- Integrate relevant men's and women's bowling activities and events;
- Work collaboratively to promote bowls at the Bassendean Bowling Club.

2. Social Committee

The Social Committee, may be established at any time by the Executive Committee and will be chaired by the Social Director.

2.1 Nominations

The *Social Committee* shall consist of not less than 3 and not more than 7 members in addition to the Social Director.

2.2 Appointment

The Social Director will seek volunteers and select the members of the Social Committee.

2.3 Function of the Social Committee

The *Social Committee* is responsible for all social functions of the Club, fundraising activities and any other tasks directed by the Executive Committee under the guidance of the Social Director.

2.4 Facilities Hire

Bar, hall, kitchen or other facility hire will be managed by the Bar Manager in collaboration with the Social Director.

Permission to hire the kitchen facilities by a caterer for commercial purposes must be obtained in writing from the Executive Committee on the recommendation of the Bar Manager or Social Director. Prior to acceptance, the caterer must provide evidence that all relevant insurances and accreditations are in place

The Bassendean Bowling Club does not accept any liability for any injury or damages incurred by the caterer, their staff or any other person assisting the caterer.

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.

2.5 Social Committee Financials

The Social Committee will maintain a record of transactions to the satisfaction of the Finance Director. A small cash float will be managed by the Social Director for the purchase of food, equipment and purchases as required.

The balance of the float that exceeds \$2,000 (or another amount agreed by the Finance Director) 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. Other Committees

Other committees or Working Groups may be established for specific events or tasks as required subject to the approval of the Executive Committee on the recommendation of the appropriate Executive Committee member.

Section C - Property and Income

The Club shall:

- 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;
- Not be responsible for the loss or damage to any property brought onto the club's premises by members or visitors; and
- Have discretion for the Executive Committee to grant approval for a member to borrow club property for their personal use, subject to the member accepting full responsibility and liability for the property and any damage resulting to it.

Section D - Guests

Members of the club are welcome to invite or entertain guests to the club subject to the following:

- Members may invite up to five guests to the club at any one time other than for a function requiring the booking of club facilities;
- Members shall accept full responsibility and liability for their guests who must comply with the provisions of the Liquor Control Act 1988 and other relevant Acts and regulations;
- Children must be accompanied by, and supervised by a responsible parent or guardian so as not to interfere with the quiet enjoyment of members and their guests. Children are not permitted in the proximity of the Bar unless accompanied by a parent or guardian and only to purchase light refreshment.

Section E - Overdue Fees

An account reminder shall be forwarded to any member who has not paid their fees by the 1st August each year unless suitable alternative payment arrangements have been put in place and agreed by the Finance Director on behalf of the Executive Committee.

If the outstanding fees are not paid by the 15th August then that member shall cease to be a member unless an agreed payment plan is established and ongoing payments are made as agreed. The Executive Committee shall have the power to reinstate the member.

A list of un-financial members as at the 1st August may be placed on the club notice board at the sole discretion of the Executive Committee.

Section F - Application for Membership

To be considered by the Executive Committee every application for membership of the Club must be signed by the applicant and by two full members as proposer and seconder. The application form shall be placed on the Club notice board for a period of fourteen 14 days.

A majority agreement of The Executive Committee at an Executive Committee meeting is required for the application to be accepted.

An unsuccessful applicant will not be eligible to reapply for Membership for a period of six (6) months.

Notice of acceptance or refusal shall be forwarded to the applicant within fourteen 14 days of the Executive Committee monthly meeting at which it was considered.

The Executive Committee has the right to refuse to admit or renew any person to membership without assigning any reason for doing so.

Section G - Private Functions

Members may hold private family, social or business functions on the Club's premises with or without a meal provided. They must gain the approval of the Executive Committee and give sufficient notice of the function in order that their notice be considered at an Executive Committee meeting.

The member/s concerned shall accept full responsibility and liability for any damage done to the club or injury to other member's resulting from those attending the Club's premises during the function.

Approved bowls footwear is required at all times on the bowling greens. If approved footwear is not available, people may play in bare feet or socks. No other footwear including thongs will be permitted.

Prior to use the boards will be checked by an Executive Committee member or member of staff to ensure the green is open for use.

Section H - Dress Requirements

Dress standards must be observed at all times at the absolute discretion of any Executive Committee member or the Duty Manager.

The following clothing will be considered acceptable if clean and appropriate

- Approved bowls uniform;
- Bowls Australia approved clothing;
- Fancy dress or other function appropriate clothing;
- Shorts, shirts and t-shirts;

The following clothing will not be permitted at any time without the express permission of the Duty Manager:

- Singlets;
- Torn, damaged, dirty stained or smelly clothing.

Section I - Greens

Competitors must wear approved bowling attire on the greens whenever pennants or organised club championship are being played. Substitute players may receive dispensation from an Executive Committee member and be approved to play.

Roll-ups are not permitted on any green where a competition game is in progress. Roll-ups will be permitted on approved or nominated greens as specified by the Club Green-Keeper.

All club provided bowling equipment must be returned to the locker room or other designated store room on completion of play.

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

Section J - Parking

Car parking spaces are not designated for the exclusive use of Executive Committee members. Members and visitors are asked not to park in the bays along A Green in proximity to the bar to reserve these bays for bar staff.

Members and visitors must not park in the designated ambulance bay or disability access bay unless the necessary permit is on display.

Section K - Code of Conduct

All persons within the club premises are to conduct themselves in a manner that will not bring the club into disrepute. Swearing and obscene language will not be permitted, and offenders will be asked to leave by any member of the Executive Committee or by the Duty Manager.

The Club Code of Conduct will be actively communicated and posted for the information of members, visitors and guests. New members will be required to complete and sign a Code of Conduct Acceptance Form before their nomination can be accepted.

Members, their guests or visitors may not approach the Green Keeper on any matter concerning the state of greens or otherwise. All green related enquires/complaints must be made through the Director - Greens and Surrounds to the Executive Committee for clarification or action.

Any member who does not comply with the above By-Law may face a temporary or permanent ban from the club.

A Standards and Behaviour Committee is established to hear and respond to complaints or breaches of the Code of Conduct.

Section L - Smoking and e-cigarettes

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

Section M - Life Membership

Life memberships will be assessed and awarded where appropriate in accordance with the procedure established and approved by the Executive Committee.

The Life Membership process is shown at Attachment One.

ATTACHMENT ONE
BASSENDAN BOWLING CLUB INC.
NOMINATION FOR LIFE MEMBERSHIP

REQUIREMENTS AND CONSIDERATIONS BEFORE NOMINATING A LIFE MEMBER

Life Membership is the highest accolade a club can award an individual member. Life membership recognises exceptional contributions and accordingly should only be awarded in exceptional circumstances.

In considering nominations for life membership, an individual will be assessed on demonstrated significant, sustained and high-quality service to and on behalf of the Bassendean Bowling Club and its members.

Points to consider in preparing your nomination include:

1. The nominee's general attitude and demeanour over a sustained period of time has reflected the values of the Bassendean Bowling Club.
2. The nominee has shown sustained ability to foster unity amongst bowlers and members of the club.
3. The nominee, through the holding of official positions within the club has shown sustained and exceptional leadership and contributed positively to club operations.
4. The nominee's contributions through official service and volunteering has made a significant and measurable impact on the Bassendean Bowling Club.

PROCEDURES FOR NOMINATION A LIFE MEMBER

- Nominations can only be made by a current full or life member.
- Nominations must be made by completion of the attached Life Membership Nomination Form and submitted to the Executive **at least 60 days prior** to the Annual General Meeting.
- All Life Membership nominations will be tabled at an Executive Committee meeting within 30 days of receipt.
- The nominator may be invited to address the Executive Committee to discuss the nomination.
- The committee will investigate and determine the suitability of each submission and advise the nominating member in writing of the outcome within 14 days of the determination.
- Successful nominations will be put to the next Annual General Meeting for voting by the membership in accordance with the Constitution.
- Any nominations not finalized by the AGM will be held over and reconsidered by the incoming Executive Committee.
- The process outlined above is the only way to nominate a life member. Nominations for life membership will not be accepted at the AGM.

NAME OF NOMINEE: _____

CRITERIA	YES	NO
1. Has the nominee been a playing member of Bassendean Bowling Club for 10 years or more? If so, please provide supporting information here.		
2. Has the nominee served on the Executive Committee for a period of 5 years or more? If so, please provide supporting information here.		
3. Has the nominee been a member of the Selection committee for a period of 5 years or more? If so, please provide supporting information here.		
4. Has the nominee been a member of any committee established to assist in club operations for more than 5 years? If so, please provide supporting information here.		
5. Has the member demonstrated significant and sustained contributions that have enhanced the reputation and future of the Bassendean Bowling club? If so, please provide supporting information here.		
6. Has the member been involved in securing sponsorship of the club? If so, please provide supporting information here.		

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CRITERIA	YES	NO
7. In addition to committee or other positions held, has the nominee provided significant and sustained voluntary contributions to the club for a period of 5 years or more? If so, please provide supporting information here.		

Please provide reasons and/or further information in support of this nomination using the space below.

Full name of Nominee _____

Full Name of Proposer _____

Signed: _____ **Date:** _____

Full name of Secunder:

Signed: _____ **Date:** _____

Received By (executive committee member)

_____ **Date:**

BASSENDAN BOWLING CLUB (INC)

BY LAWS

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