



BY LAWS

AUGUST 2022 V2

TAREN POINT BOWLS CLUB

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1. INTRODUCTION AND DEFINITIONS

1.1. In pursuance of the powers conferred under the Constitution (Constitution) of the Taren Point Bowls Club (the Club), the Management Committee makes the following By-Laws (By-Laws) for the regulation of the business and affairs of the Club.

1.2. For the purposes of these By-Laws, meanings shall apply to words and expressions and capitalised terms used but not separately defined in these By-Laws as specified in the interpretation provisions of the Constitution, unless the context otherwise requires or as defined below.

2. MEETINGS

The Financial Year of the Club shall commence on 1st July and close on 30th June.

2.1 Management Meetings

The Club will hold a minimum of 10 meetings per year.

2.2 General Meetings

Will be held as required.

3. MEMBER SUBSCRIPTIONS

3.1 Having paid the annual subscription to the Club Limited members shall have paid all commitments due to BNSW, Zone 13 and Sutherland Shire District.

3.2 Notwithstanding any other provision of this By-Law, in the event of any inconsistency between any Member Club Constitution and the Registered Club Constitution under which the Member Club belongs, the provision of the Registered Club Constitution will prevail to the extent of any such inconsistency.

4. DUTIES OF MANAGEMENT COMMITTEE MEMBERS

The Management Committee is responsible for implementing relevant guidelines, policies, and procedures of BNSW.

4.1 President

The President shall:

- a) Subject to the Club's Constitution, preside at all general meetings of the Club and all meetings of the Management Committee;
- b) Participate as an ex-officio member of all operational and sub Committees except when Selection is taking place
- c) Report as required to the Board of the Club Limited
- d) Furnish a report of the Club's activities for the Club's Annual Report.

4.2 Vice President

- a) The Vice President/s shall assist the President, and in their absence, act in their stead
- b) Be the Delegate to District/Zone and:
 - i. attend meetings of the Club's relevant District Association and correctly report to the Management Committee and members on rulings and proceedings at all District Meetings;

- ii. vote when necessary in accordance with the instructions given by the Management Committee and speak at the District Meeting upon a subject if instructed to do so by the Management Committee; and
- iii. when required vote on their own initiative. Should the Delegate be unable to attend a meeting of the District, the Management Committee may appoint a deputy to act at such meeting.

4.3 Bowls Manager

The Bowls Manager shall perform the duties required of them under their Employment Contract with the Club Limited, and:

- a) keep accurate minutes of all proceedings at meetings of the Club;
- b) receive all monies due, bank any non day to day monies to the Club and open all correspondence;
- c) keep a register of Members including dates of birth;
- d) furnish a report of the Club's activities for the Annual Report;
- e) arrange for a copy of the Annual Report and Financial Statement to be issued to each financial Member of the Club and to the Club Limited;
- f) notify Members per medium of the notice board and social media channels, of matters of which notification is necessary arising from Management Committee Meetings, including State, Zone, Region, and District fixtures;
- g) manage all notices placed on the notice board including copy of draws for all District, Zone, Region, and State events (where applicable);
- h) receive entries, forward entries and pay fees for District, Zone and State events;
- i) receive and dispatch all correspondence relating to the Club;
- j) issue clearances, on request, immediately and in accordance with instructions set down from time to time by BNSW;
- k) receive clearances and deal with same in accordance with instructions set down from time to time by BNSW;
- l) Arrange the Club's annual calendar of bowls events;
- m) Arrange for markers to be available for all Singles Championships;
- n) Submit results of Club Championships and competitions to the media for publication.
- o) Act with the match committee as the controlling body; and
- p) carry out any additional duties as listed in the Club Constitution. All correspondence shall be directed to and answered by the Bowls Manager under the direction of the Management Committee and tabled at the next Management Committee Meeting.

4.4 Treasurer

The Treasurer shall:

- a) Receive and deal with the day to day finances of the Club in accordance with the direction of the Club Limited;

- b) Prepare an annual budget for the Club in consultation with the Finance Director of the Club Limited;
- c) Furnish to each Management Committee meeting a report of the day to day finances of the Club
- d) Liaise with the Board of Directors of the Club Limited in relation to all financial matters within the Club.

4.5 Vacancy of President

Should the office of President become vacant less than six months prior to the next Annual General Meeting, a Vice President as nominated by the Management Committee shall occupy that position until the date of that meeting and they shall have the powers and privileges of a duly elected President. In any other case another President shall be elected in accordance with the terms of the Club's Constitution.

5. OPERATIONAL COMMITTEES

5.1 Match Committee (Women)

- a. The Match Committee shall consist of an appointed Bowls Administrator and no more than 3 members who must all be Member Players. The Chair will be one of the nominated members.
- b. The Match Committee shall, when requested by the Management Committee:
 - i. arrange Club fixtures for the season, subject to the approval of the Management Committee;
 - ii. attend to District and State fixtures;
 - iii. after selection, attend to pennant cards and supervise the draw for rinks and opposing teams by managers;
 - iv. arrange for markers to be available for singles championships as required; and
 - v. arrange lists for Inter-club games and special days.
- c. The Chair of the Match Committee shall be responsible for submitting results of Club championships and competitions.

5.2 Match Committee (Open)

- a) The Match Committee shall consist of four members, being the Bowls Manager who shall be the Chairperson and three other members elected in accordance with the Club's Constitution. All decisions must have a majority.
- b) The Match Committee shall operate concerning club events as follows;
 - I. Determine the conditions of play for tournaments according to the State Conditions of Play.
 - II. Act as the controlling body for all Club Championships and competition matches.

5.3 Selection Committee (Women)

- a) The Selection Committee shall consist of 5 members and appointed Bowls Administrator, who must all be Member Players. Four members elected in accordance with the Club's Constitution. Provided that two of such members must be elected as selectors for State Pennants grades 1 and/or 2 and who must have played for the Club in one of those grades for at least the two prior State Pennants

seasons and two of such members must be elected as selectors for State Pennants grades 3 and/or 4 inclusive and who must have played for the Club in one of those grades for at least the two prior State Pennants seasons.

b) The Management Committee will appoint the fifth member of the Selection Committee.

c) The Chair will be one of the nominated members.

d) The Selection Committee shall, when requested by the Management Committee:

- I. select teams for social play on ordinary days and fill in cards for same;
- II. select sides for pennant play in accordance with direction from the Management Committee on the number of sides to be selected; and
- III. present pennant sides to the Management Committee for information.

5.4 Selection Committee (Open)

a) The Selection Committee shall consist of five members, being the Bowls Manager who shall be the Chairperson and four other members elected in accordance with the Club's Constitution. Provided that two of such members must be elected as selectors for State Pennants grades 1 to 4 and who must have played for the Club in one of those grades for at least the two prior State Pennants seasons and two of such members must be elected as selectors for State Pennants grades 5 to 7 inclusive and who must have played for the Club in one of those grades for at least the two prior State Pennants seasons.

b) The Chairman may co-opt a third selector in each category. Normally these would be those third in AGM voting.

c) The Chairperson of the Selection Committee shall:

- I. Chair all meetings of the Selection Committee and be responsible for advertising the selection of all sides to represent the Club in the State Pennants and any other bowls competition in which the club is involved;
- II. Appoint managers for all sides representing the Club;
- III. Report to the Management Committee as required;
- IV. Be responsible for the preparation of a roster of selectors for the purpose of organizing social and trial bowls events at the Club each Saturday;
- V. Notify any relegated player of their relegation and the reason(s) therefore;
- VI. During Pennants trials and Pennants rounds, the selectors shall conduct Saturday proceedings.

6. GENERAL

The Club may decide to combine the Selection and Match Committees into one Committee if it sees fit. However, if the Management Committee does so, such Selection and Match Committee shall have no more than 7 members, who must all be Member Players.

6.1 Social Committee (Women) – Non-Management

- a. The Social Committee shall consist of no more than 15 members, who must all be Member Players.

- b. (b) The Social Committee shall, under the direction of the Management Committee:
 - i. manage all catering arrangements for social and pennant play; and
 - ii. roster Members to help with catering on special days.
- 6.2 General Purpose Committee (Women) – Non-Management
- a. The General Purpose Committee shall consist of no more than 8 members, who must all be Member Players.
 - b. The General Purpose Committee shall, under the direction of the Management Committee:
 - i. Ensure raffle prizes are on hand and sell raffle tickets on club days
 - ii. Be responsible for raffles on all Special Days and Carnivals
 - iii. Co-ordinate with the Vice President organising stalls and goods for Charity Day
 - iv. Carry out any extra duties as may be required from time to time
- 6.3 The Management Committee may appoint
- a. Welfare Officer; and
 - b. any other non-management committee it sees fit.
- 6.4 The Management Committee has the power to appoint a Chair of any Committee should such Committee fail to appoint a Chair within fourteen (14) days of its election.

7. LIFE MEMBERS

- a) Any person who has rendered significant service to the Club may be nominated by two (2) members of the Club and on receiving the vote of at least threequarters of the members present at a General or Special meeting (due notice of which has been given to the members in the notice convening any such meeting), be elected a Life Member as per the Constitution of the of the Registered Club.
- b) Life Members shall be entitled to all the privileges of a Member but without being liable for Annual Subscriptions to the Club.

8. DISPUTES AND OBJECTIONS

Any grievances, disputes, objections, and appeals shall be dealt with in accordance with the procedures detailed in the Club Constitution and BNSW Member Protection Policy.

9. REPRIMANDS, RESIGNATIONS, SUSPENSIONS, AND EXPULSIONS

As per Rule 21 of the Club Constitution, Members are to be disciplined in accordance with the procedures as set out in the Registered Club Constitution and the BNSW Member Protection Policy. No Member shall be sanctioned other than in accordance with Rule 21 and the processes to which it refers.

10. LAWS OF THE SPORT OF BOWLS AND CONDITIONS OF PLAY FOR STATE CHAMPIONSHIPS AND EVENTS

The “Laws of the Sport of Bowls” and “Condition(s) of Play for State Championships and Events” shall be those adopted from time to time by BNSW and shall apply to the Club always. Refer to BNSW website for current Condition(s) of Play. Match has the right to alter the Condition of Play for Non-Association Events.

11. UNIFORM

The uniform for play shall be as set down in the Club Uniform Policy as referenced from BNSW Uniform Policy.

14. SMOKING / E-CIGARETTES ON THE GREEN

No Member Player, official or anyone else is permitted to smoke/vape on the green during the progress of a game. Smoking/vaping is only allowed in the designated areas of the Club. Refer to the BA and BNSW website for current smoke-free greens & surrounds policy.

15. POLICIES, PROCEDURES, AND GUIDELINES

The Club must ensure it is kept up to date and aware of the policies and guidelines as authorised by BNSW.

16. WEATHER POLICY

The Club must ensure that all care is taken for the welfare of members in inclement weather. Refer to Bowls NSW Extreme Weather Guidelines Policy.

17. OFFICIALS (ACCREDITED MARKERS, MEASURERS AND UMPIRES)

17.1 The Bowls Manager may choose to appoint a coordinator who shall share the following duties with the Bowls Manager;

- a) Appointing officials to game sessions when they are needed,
- b) Monitoring the quality of officials within the club, and suggesting where improvements may be made in conjunction with the Bowls Manager.

17.2 Payments for Services

Officials appointed to Pennants/tournaments (which they are not participating in), club championships and other relevant events held at Taren Point are eligible for payment.

Payments shall be made on the basis of the number of game sessions they have officiated over in a calendar day at the prevailing rates.

17.3 New Umpires, Ongoing Accreditation and Professional Development

Taren Point Bowls Club, in coordination with the relevant bodies, provides training and equipment for new officials, officials requiring updates to their accreditation and professional development opportunities at no cost.