

**BY LAWS
OF
MANLY BOWLS CLUB INC.**

(adopted 17 August 2021)

(Amended 18/04/23)

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PRELIMINARY	2
ADDITIONAL PROCEDURES FOR ANNUAL GENERAL MEETINGS	2
DIVISIONS.....	3
TRADING HOURS	4
DRESS STANDARDS	4
GREENS AND GREEN FEES.....	4
FEES AND CHARGES	5
DUTY ROSTER	6
STAFF.....	7
POKER MACHINES.....	7
DONATIONS, RAFFLES, PAMPHLETS ETC.	7
NOTICE BOARDS.....	7
LOCKERS	8
TROPHIES AND HONOUR BOARDS.....	8
TRANSPORT COSTS	8
SUGGESTIONS/COMPLAINTS.....	8
APPLICATION FEES	8
CHILDREN	9
SCHEDULE 1 - MEN’S DIVISION BY-LAWS	10
CONDUCT OF CHAMPIONSHIPS	10
ANNUAL TROPHY AWARDS	11
INTER-CLUB TROPHIES.....	11
MATCH COMMITTEE	12
NEW BOWLERS	12
SCHEDULE 2 – LADIES’ DIVISION BY-LAWS	13
NEW BOWLERS	13
DRESS REGULATION:.....	13
PLAY DAY AND STARTING TIMES:.....	13
CLUB CHAMPIONSHIPS.....	13
INTER-CLUB TROPHIES.....	13

PRELIMINARY

- 1 In these By-Laws, unless the context indicates otherwise,
 - 1.1 “the Club” means the incorporated club known as “Manly Bowls Club Inc.”.
 - 1.2 “The Constitution” means the Constitution of the Club.
 - 1.3 “The Board” means the Management Committee of the Club elected in accordance with the Constitution.
 - 1.4 “The Men’s Committee” means the Management committee of the Men’s Division elected in accordance with the Rules of the Men’s Division.
 - 1.5 “The Ladies’ Committee” means the Management committee of the Ladies’ Division elected in accordance with the Rules of the Ladies’ Division.
 - 1.6 “AGM” refers to an Annual General Meeting
- 2 These By-laws are made by the Board of the Club under clause 63 of the Constitution of the Club. The procedures for making, repealing and amending By-Laws is contained in clauses 63 to 66 of the Constitution.
- 3 These By-Laws must not be inconsistent with the provisions of the Constitution and the Rules of each Division of the Club. If there is an inconsistency or conflict between these By-Laws and the Constitution or the Divisional Rules, the provision of the Constitution or the Divisional Rules prevails.
- 4 These By-Laws and any variation thereof come into force when a resolution under Clause 63 of the Constitution is carried or on the subsequent date specified in the resolution, whichever is later.
- 5 If requested to do so by a Division, the Board may make By-Laws which are applicable to the Division making the request only. Any such By-Law must not be inconsistent with the provisions of the Constitution or Rules of that Division.
- 6 The Club Secretary must ensure that a copy of the Constitution, Divisional Rules and Club By-Laws are available for perusal by members either on-line or, for members unable to access those documents on-line, in the Club at reasonable times.

ADDITIONAL PROCEDURES FOR ANNUAL GENERAL MEETINGS

- 7 In addition to the requirements of the Constitution, the following procedures apply to AGMs of the Club and the Divisions:

Club By-Laws

- 7.1 In elections of the Board and other officers of the Club, Members record their votes for the election by ballot of the Board and other officers, by placing a mark in the square opposite the name of the candidate or candidates for whom the member wishes to vote.
- 7.2 Scrutineers are obliged to keep confidential details of the vote tally except for the purposes of carrying out their duties under the Constitution.
- 7.3 Notices of Motion to be considered at an AGM must be delivered to the relevant secretary at least 14 days before the date of the AGM. The Notice of Motion must state the terms of the Motion proposed and a brief statement of reasons for that Motion. The relevant secretary must publish the notice to voting members and may do so by posting the motion on the appropriate notice board in the Club with or alongside the Notice of the AGM.
- 7.4 The secretary, executive or the board may decide that a notice of motion contains confidential or sensitive matters which should only be published to voting members in which case, it may be published
 - 7.4.1 by sending a copy to members by email, and,
 - 7.4.2 for those members who do not have email, by making copies of the notice of motion available to members at the club for collection and advising those members of the availability by text message, or telephone or personally or such other means as is likely to draw it to their attention.

DIVISIONS

- 8 In performing their responsibilities under the Constitution,
 - 8.1 Each Division must obtain the approval of the Board before it undertakes an activity or runs an event if it involves the expenditure of money, incurring financial liability or exposing the Club to risks to its funds or property beyond ordinary operating risks.
 - 8.2 All funds received by each Division must be paid to the Board and become part of the general funds of the Club. However, nothing in these By-Laws prevents the participants in a money game conducted at the Club from paying money, additional to the green fees payable to the Club, into a prize pool to be

distributed amongst those participants in accordance with the conditions of play and rules of that game.

- 8.3 The Secretary of each Bowls Division must provide a copy of all minutes of meetings of Divisional Committees to the Secretary of the Board.

TRADING HOURS

- 9 The trading hours of the Club are determined by the Board or a delegated member of the Board.
- 10 A written record of the determination of trading hours must be kept by the Board or its delegate.
- 11 Members and guests must vacate the Club premises as soon as practicable after trading ceases.
- 12 No liquor will be made available, poker machine service rendered or jackpots paid outside trading hours.

DRESS STANDARDS

- 13 Whilst on the Club premises members and their guests shall be attired in a neat and tidy manner and in keeping with acceptable standards of respectability. Dress standards may be varied for different functions or times of day or evening according to what is appropriate. The most senior Board Member present or the Member or staff member delegated by the Board is responsible for asking an inappropriately attired person to leave the premises.
- 14 Bowls uniform for pennant and competition matches shall conform to the requirements of Bowls Queensland, Gateway District Bowls Association and Gateway District Ladies Bowls Association.

GREENS AND GREEN FEES

- 15 The Board determines who has access to the Greens and when access is allowed. The Board must give adequate notice to the relevant Division or Divisions if regular games are to be disrupted for a special event or for maintenance.
- 15.1 Access to the Greens may be denied to a member who is unable or unwilling to comply with the Greens Protection Policy adopted by the Club from time to time.

Club By-Laws

- 16 Subject to unavailability for maintenance and for special events, as determined by the Board from time to time, greens are available to the
 - 16.1 Men's Bowls Division on Saturdays during Pennants Season from 12 Noon to 5.00 pm:
 - 16.2 Ladies' Bowls Division on Tuesdays from 8.45 am to 1.00 pm.
- 17 The Greens may be made available to the divisions for inter-club fixtures, special events, regular games or coaching run by them and for practice by members as determined by the Board.
- 18 The Games Director of each Division is responsible for the allocation of available rinks for all inter-club and intra-club competition and social games. Subject to direction from the Board, the Greens and Grounds co-ordinator may declare rinks required for maintenance purposes or functions to be unavailable for allocation for specified periods by giving adequate notice to the Games Directors. In this sub-clause,
 - 18.1 the term "Games Director" includes his/her nominee in his/her absence, or, if there is no nominee, the member who is organising the game(s) for the day or session in question.
 - 18.2 The term "Greens and Grounds co-ordinator" means the person who is notified to the divisions by the Board as being Greens and Grounds co-ordinator from time to time and in his/her absence, the Greens and Grounds co-ordinator's nominee.

FEES AND CHARGES

- 19 The Board determines the various fees and charges to be imposed for the use of the greens and other Club facilities.
- 20 A green fee may apply to all users of the greens on all occasions as determined by the Board from time to time. The green fee payable may be different for different uses or games.
- 21 All green fees shall be collected in advance and paid to the Club. Nothing in this clause prevents the participants in a money game from paying an amount in addition to green fees into a prize pool to be distributed among those participants in accordance with the rules of that particular game. Prize pool funds belong to the participants. Distribution must occur immediately after the game.

Club By-Laws

- 22 Green fees are to be determined taking into account the cost of maintaining the greens and greens maintenance equipment and the cost of providing for periodic renovation and ultimate replacement of the greens or parts thereof as they reach the end of their usable life.
- 23 The Board must establish and maintain a separate account for funds for provision for replacement of the greens and report to Members at least annually in relation to that account and contributions thereto.
- 24 The Board may fix a default amount of green fees from time to time but the Board may fix different playing fees for different events as they think fit having regard to matters such as the need to achieve increased use of the greens at particular times.
- 25 The Divisions must collect green fees from their members for each regular game or event for payment to the Club. Green fees collected must include:
 - 25.1 The amount of green fees fixed by the Board for the event or game but if no specific amount has been fixed, the default amount,
 - 25.2 Charges for catering supplied by the Club
 - 25.3 Transport costs for the game or event if met by the Club.
- 26 Divisions may raise additional funds by way of raffles (approved by the Board) or additional green fees or otherwise to be paid to the Club. Such funds shall be recorded and the Divisions may apply to the Board from time to time to access funds raised by their Division to be used for the benefit of members of that Division. The approval or refusal of any such application is in the discretion of the Board which should be exercised having regard to the needs of the Club at the time as well as the origin of the funds.

DUTY ROSTER

- 27 Directors or other Members may be appointed by the Board to undertake the role of duty Director or duty Member at some or all times of trading as determined by the Board.
- 28 The functions of the duty Director or duty Member are:
 - 28.1 During trading hours, ensure that decorum and dress standards are observed by members and their guests
 - 28.2 Supervise the entry of members, guests, and visitors.

Club By-Laws

28.3 Assist bar staff with their duties as required.

28.4 Ensure adequate poker machine money is available for following days trading.

28.5 On termination of Club trading ensure the security of Club premises, poker machine and cash register monies, keys, and set alarms (if applicable).

29 At all other times any director on the Club premises may be regarded as being on duty to assist in controlling Club operations and facilities.

STAFF

30 No member other than the delegated member of the Board may reprimand any employee of the Club or direct such employee in their duties.

31 All complaints against any staff member of the Club shall be made to the Secretary or, in that officer's absence, to the Chairperson or in the absence of both such persons to the duty Director or duty person.

POKER MACHINES

32 Members and guests must comply with any special rules governing the playing of poker machines, which shall be on display in the poker machine areas.

33 No member or guest may play or engage more than one poker machine whilst there are insufficient machines otherwise available for other members or guests wishing to play a poker machine.

DONATIONS, RAFFLES, PAMPHLETS ETC.

34 No person is permitted to solicit donations or offer raffle tickets for sale on the club premises without the prior approval of the Board.

35 No pamphlet, notice, or other material will be displayed or exhibited in or upon the Club premises without the prior approval of the Board.

NOTICE BOARDS

36 The Board must allocate to each Division an adequate and readily accessible Notice Board in the Club premises for the exclusive use of that Division for posting notices for that Division.

37 No notice may be placed on or removed from the Division's notice board without the permission of the Secretary of that Division.

LOCKERS

- 38 Members may be given the use of lockers, as available, for an annual fee as from time to time determined by the Board.
- 39 Lockers are allocated to members on a first come first served basis.
- 40 A Member who fails to pay the annual fee for use of his/her locker loses his/her allocation of a locker and must remove his/her belongings and his or her lock from the locker when requested to do so
- 41 Neither the Club nor its officers shall be liable for any loss or damage to bowls or any other property left by members in lockers or in any other part of the Club premises. In the event of the loss of keys to lockers by a member it shall be the responsibility of the member to pay any costs associated with providing replacement keys.

TROPHIES AND HONOUR BOARDS

- 42 The Board will maintain and update Honour Boards in a form which it decides in accordance with information supplied by the Divisions.
- 43 The Board will arrange the display in the clubhouse of pennants and other trophies from inter-club events
- 44 The Board will meet the cost of provision of Trophies to Championship winners and Runners-up but is not obliged to spend more than the amount of championship entry fees. The amount of championship entry fees is determined by the respective divisions.

TRANSPORT COSTS

- 45 The Divisions may collect additional fees for transport costs from Members involved in inter-club competitions with away games for payment to the Club.
- 46 The Board may provide reimbursement to Members who provide transport to other team members for away games and may publish to the Divisions and Members the rates of and conditions for reimbursement.

SUGGESTIONS/COMPLAINTS

- 47 All suggestions or complaints under rule 24 of the Constitution should be in writing and delivered to the Secretary for due consideration by the Board. Disputes about

Club By-Laws

the matters under Laws of the Sport of Bowls and conditions of play should be made to the secretary of the appropriate division.

APPLICATION FEES

- 48 Applications for Social Membership must be accompanied by payment in full of the fee for the term of the membership.
- 49 Other applications for membership must be accompanied by payment of a deposit on account of the annual membership fees payable if the application is successful. The amount of the deposit is determined by the Board from time to time. The deposit must be refunded to unsuccessful applicants.

CHILDREN

- 50 Children on the Club premises or grounds must be constantly under the control of the member/parent in charge of them.
- 51 Children under the age of 12 years are not permitted to enter onto or use the greens except in formal competitions or under close and constant supervision of a member, parent or guardian.

SCHEDULE 1 - MEN'S DIVISION BY-LAWS

The By-Laws in this Schedule apply to the Men's Division Only.

CONDUCT OF CHAMPIONSHIPS

- 52 If there are fewer than 8 nominations for a championship event listed in clause 39 of the Men's Rules by the closing date for nominations, the event may be cancelled.
- 53 Championship events must not be scheduled to be played on a long week-end or public holiday or on a sponsored day. Players may agree between themselves to play on a long week-end or public holiday.
- 54 The first round of a championship event may be scheduled any time after 1st January in the year for which the championship is being contested. Notice calling for nominations and Notice of the first round of play may be given after 1st December in the year immediately preceding the year for which the Championship is being conducted.
- 55 At least two (2) weeks' notice, stating the closing date, must be given calling for nominations for a championship event. At least two (2) weeks' notice must also be given of the scheduled date of each round and the finals of each championship.
- 56 The Games Director is responsible for scheduling Club championship events. In special circumstances, he may reschedule an event or a round of an event to a later date.
- 57 The names of all winners of any Club championship event authorised by the Club shall be entered on the Club's honour board as soon as it is convenient to do so.
- 58 The Games Director must not schedule a member to play a semi-final and final on the same day nor shall he require a member in the Veteran's singles to play more than one championship game on one day without the express agreement of the member involved.
- 59 Notices of and schedules for championship events are given by posting on the notice board in the Club which is provided for Men's Division notices.
- 60 Conditions of play for events must be posted on the notice board and must not be altered after the commencement of the event.

ANNUAL TROPHY AWARDS

- 61 The Men's Division Player of the Year is awarded by a sub-committee comprised of the Chairman of Selectors, the President and the Vice- President. Points are awarded to participants in the A Grade Singles, A Grade Pairs, Club Triples, Club Fours, Open Singles and Mixed Pairs Championships as follows:

61.1 Winner - 5 points,

61.2 Runner-up - 3 points,

61.3 Beaten semi-finalist - 1 point.

The Player who gains the highest number of points is awarded the Trophy. The Sub-Committee will decide the winner in case two or more players have the same number of points.

- 62 The Most improved Player Trophy is awarded to a Men's Division Member who is in his first 3 years of bowling and who has not previously won the Trophy.

- 63 The Most Improved Player Trophy is awarded by a sub-committee comprised of the Chairman of Selectors, the President and the Vice-President. Points are awarded to participants in A Grade Singles, B Grade Singles, Novice Singles, A Grade Pairs, B Grade Pairs, Club Triples, Club Fours, Open Singles and Mixed Pairs as follows:

63.1 Winner - 5 points,

63.2 Runner-up - 3 points,

63.3 Beaten semi finalist - 1 point.

The Player who gains the highest number of points is awarded the Trophy. The Sub-Committee will decide the winner in case two or more players have the same number of points.

- 64 The George Funnell Shield for the Pennants player or Pennants team of the year is awarded each year by the Pennants selectors to the Pennants player or team which, in the opinion of the Pennants selectors has achieved the greatest success in that year. The Trophy is a perpetual trophy and must be returned to the Club in time for it to be awarded to the following year's recipient(s).

INTER-CLUB TROPHIES

- 65 If a pennant or other individual trophy is awarded to each member of a winning team or side in inter-club competition, the board will meet the reasonable additional cost of

trophies over and above those supplied by the District or other controlling body for additional players who have played as substitutes or replacements in not less than 30% of the games in the competition.

MATCH COMMITTEE

- 66 Appeals against the decision of an umpire and appeals in general in relation to Club Matches and Events must be referred to the Match Committee. Procedures in the Bowls Australia Appeals Policy must be followed. However, the strict time limits imposed by the Policy may be extended by the Match Committee in special circumstances e.g. If a fact or circumstance is not known or reasonably ascertainable within the time for lodging the appeal and an appeal is lodged promptly once that fact or circumstance becomes known.

NEW BOWLERS

- 67 New bowling Members of the Men's Division must be provided with coaching and guidance in the playing of the game, the Laws of the Sport of Bowls and in the Etiquette of the game by an accredited coach before they enter to play in games conducted by the Club. The accredited coach must notify the Divisional Secretary when the player is ready to take part in club games.

SCHEDULE 2 – LADIES' DIVISION BY-LAWS

The By-Laws in this Schedule apply to the Ladies' Division Only.

NEW BOWLERS

- 68 New bowling Members of the Ladies' Division must be provided with coaching and guidance in the playing of the game, the Laws of the Sport of Bowls and in the Etiquette of the game by an accredited coach before they enter to play in games conducted by the Club. The accredited coach must notify the Secretary when the player is ready to take part in club games.

DRESS REGULATION:

- 69 Club uniform must be worn at Club events unless specified as a "mufti" event.

PLAY DAY AND STARTING TIMES:

- 70 The Starting times on Ladies playing day are determined by the Ladies' Committee from time to time. If no such determination is made Social Bowls commences at 9.00 am and Competition at 9.15 am. Practice ends should be completed before the starting times.

CLUB CHAMPIONSHIPS

- 71 The Ladies' Committee must establish conditions of play for Club Championship Events
- 72 Nominations for all competitions must be called for with a closing date, and names with entry fees must be handed to the Games Director by the due date.
- 73 Conditions of play must be displayed on the Ladies' notice board, no change of Conditions can be made once nominations have opened.

INTER-CLUB TROPHIES

- 74 If a pennant or other individual trophy is awarded to each member of a winning team or side in inter-club competition, the board will meet the reasonable additional cost of trophies over and above those supplied by the District or other controlling body for additional players who have played as substitutes or replacements in the competition.