

## **1. Introduction and Definitions**

In pursuance of the powers conferred on it by Rule 36 of the Constitution (**Constitution**) of the **Canton Beach women's bowling club** (the **Club**), the Management Committee makes the following By-Laws (**By-Laws**) for the regulation of the business and affairs of the Club.

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:

### **1. MEMBERS' SUBSCRIPTIONS**

Having paid the annual subscription to the Club Limited members shall pay all commitments due to WBNSW and the **Central Coast** District, if any. If applicable, any additional fee to belong to the Women's Bowling Club shall be as decided upon by the Management Committee, from time to time.

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 that Member Club belongs, the provision of the Registered Club Constitution will prevail to the extent of any such inconsistency.

### **2. DUTIES OF MANAGEMENT COMMITTEE MEMBERS**

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

**3.1 President** may be ex-officio a member of all Committees except for the Selection Committee when selection is taking place.

### **3.2 Secretary shall:**

Keep accurate minutes of all proceedings at meetings of the Club;  
Receive all moneys due to the Club and open all correspondence;

Keep a register of Members including dates of birth;  
Furnish a report of the Club's activities for the Annual Report;  
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;  
Notify Members per medium of the notice board of matters of which notification is necessary arising from Management Committee Meetings, including State, Region, and District fixtures;  
Manage all notices placed on the notice board including copy of draws for all District, Region, and State events (where applicable);  
Receive entries and fees for District events and forward to District;  
Issue clearances, on request, immediately and in accordance with instructions set down from time to time by WBNSW;  
Receive clearances and deal with same in accordance with instructions set down from time to time by WBNSW; and  
Carry out any additional duties as listed in the Club Constitution.  
All correspondence shall be directed to and answered by the Secretary under the direction of the Management Committee and tabled at the next Management Committee Meeting.

### **3.3 The Treasurer shall:**

Where a Club processes all income through the Club Limited the Treasurer shall:

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

Furnish to each Management Committee Meeting and each General Meeting a report of the day to day finances of the club, such as green fees and raffles etc. They shall also report on income for Carnivals and Special

Days and any other sundry income that is processed through the Club to the Club Limited as per Cash Handling Policy.

Keep correct accounts and books showing the financial affairs of the Club and give a financial report at each Management Committee meeting and Information and reports meetings also to furnish a properly audited statement of receipts and expenditure to accompany the annual report.

### **3.4 The Delegate to the District shall:**

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;

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

When required vote on their own initiative.

Should the Delegate be unable to attend a meeting of the District, the Secretary may appoint a deputy to act at such meeting.

Vacancy of President

Should the office of President become vacant less than (6) months prior to the Annual General Meeting, an acting President shall be elected at a Special Meeting of the Management Committee called for that purpose.

The elected Member Player shall have all the powers and privileges of a duly elected President. In any other case a President shall be elected under the terms of the Club Constitution.

## **4. COMMITTEES**

### **4.1 Match Committee**

The Match Committee shall consist of no more than 3 members, who must all be Member Players.

The Match Committee shall, when requested by the Management Committee:

Arrange Club fixtures for the season, subject to the approval of the Management Committee;

Attend to District and State fixtures;

After selection, attend to pennant cards and supervise the draw for rinks and opposing teams by managers;

Arrange for markers to be available for singles championships as required; and

Arrange lists for Inter-club games and special days.

The Chair of the Match Committee shall be responsible for submitting results of Club championships and competitions to the newspapers for publishing.

## **4.2 Selection Committee**

The Selection Committee shall consist of no more than 5 members, who must all be Member Players.

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

Select teams for social play on ordinary days and fill in cards for same;

Select sides for pennant play in accordance with direction from the Management Committee on the number of sides to be selected; and

Present pennant sides to the Management Committee for information.

## **4.3 Social Committee**

The Social Committee shall consist of no more than 10 members, who must all be Member Players.

The Social Committee shall, under the direction of the Management Committee:

Manage all catering arrangements for social and pennant play; and  
Roster Members to help with catering on special days.

#### **4.4 General Purpose Committee**

The General Purpose Committee shall consist of no more than 6 members.  
The General Purpose Committee shall when requested by the Management Committee:

Manage the collection and recording of green-fee payments by bowlers on social days.

Organise and manage all Raffles and Tombolas.

Allocate, receive payment for, and keep a register of members' lockers.

### **5. GENERAL**

**5.1** 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.

**5.2** The Management Committee may appoint

A Communications Officer

A Welfare Officer; and

Any other non-management committee it sees fit.

**5.3** No member shall hold more than one Management Committee or Committee position simultaneously except for the Delegate.

**5.4** The Management Committee has the power to appoint a Chair of any Committee should such

Committee fail to elect its Chair within fourteen (14) days of its election.

**5.5** At any one time, there may not be more than two Vice Presidents of the Club.

## **5.6 FINANCIAL YEAR**

The Financial year of the Club shall commence on **1st July** and close on **30<sup>th</sup> June** of each year.

## **5.7 ANNUAL GENERAL MEETING**

The Annual General Meeting of the Club shall be held on the **second Tuesday in August** unless alteration of day and date is deemed necessary.

The Annual General Meeting shall not be held prior to the close of the Financial Year

## **5.8 MEETINGS**

### **General**

The Club will hold three (3) "Information and Reports" Days for Members per year.

These days will be held in the months of February, May and November.

### **Management meetings**

The Club will hold **eleven (11)** meetings per year.

## **6. Communications OFFICER**

If appointed, the Communications Officer shall:

attend to all communications as directed by the Management Committee and shall be the only Member authorised to submit articles to "Bowls Matters" and "Roll Up" (e-news); and

submit a duplicate copy of anything submitted for the above, to the

Secretary to be countersigned.

## **7 LIFE MEMBERS**

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 three-quarters 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 of the Club. Life Members may be entitled to all the privileges of a Member but without being liable for Annual Subscriptions to the Club.

The number of Life Members of the Club at any one time may be limited to One (1) Not more than one (1) Life Member can be elected in any one (1) year.

If a Life Member has been inactive with the Club for a period of three (3) years or more, their membership with WBNSW and their Club Membership may be discontinued until such time that member returns to active participation with the Club.

## **8. APPROACH**

Only the President or Secretary shall approach the Club Limited or the Greenkeeper on any matter concerning the Club or greens, unless this authority has been delegated by either of them to any other members for the day.

Greenkeepers to ring Secretary during Pennants when green have been closed so Secretary can ring managers of each side and also any other clubs.

## **9. DISPUTES AND OBJECTIONS**

Any grievances, disputes, objections, and appeals shall be dealt with in accordance with the procedures detailed in the Club Constitution, WBNSW Constitution and **WBNSW** By-Laws.

## **10. REPRIMANDS, RESIGNATIONS, SUSPENSIONS, AND EXPULSIONS**

As per Rule 13 of the Club Constitution, Members are to be disciplined in accordance with the procedures as set out in the WBNSW Constitution and

By-Laws. No Member shall be sanctioned other than in accordance with Rule 13 and the processes to which it refers.

## **11. LAWS OF THE SPORT OF BOWLS AND CONDITIONS OF PLAY FOR STATE CHAMPIONSHIPS AND EVENTS**

The “Laws of the Sport of Bowls” and “Conditions of Play for State Championships and Events” shall be those adopted from time to time by WBNSW and shall apply to the Club always. Refer to WBNSW website for current Conditions of Play which is accessible at:

<http://www.womensbowlsnsw.org/Events/Match-Event-Information/Conditions-of-Play>

## **12. UNIFORM**

**12.1** The uniform for play shall be as set down in the **WBNSW** Dress Policy. Refer to **WBNSW** website for current policy.

<http://www.womensbowlsnsw.org/Members-Resources/Policies>

**12.2** The Club must ensure the **WBNSW** office has the current club uniform registered and on file. New Club uniforms are subject to prior approval from **WBNSW**.

## **13. SMOKING ON THE GREEN**



**No** Member Player, official or anyone else is permitted to smoke on the green during the progress of a game. Refer to the BA and WBNSW website for current smoke-free greens & surrounds policy.

<http://www.womensbowlsnsw.org/Members-Resources/Policies>

#### **14. Policies, PROCEDURES, and Guidelines**

The Club must ensure it is kept up to date and aware of the policies and guidelines as authorised by **WBNSW**. Current policies and guidelines are accessible at <http://www.womensbowlsnsw.org/Members-Resources/Policies>

## **DOMESTIC RULES as approved by W.R.L.C.**

### **1. Club Colours**

The Club colours shall be Royal Blue and Gold

### **2. Club Uniform**

The Club uniform shall be the Club shirt with Royal Blue lower garment.

### **3. Playing Days**

Social bowls shall be played on Tuesdays

Championships Bowls shall be played on Tuesdays and Thursdays.

### **4. Club Championships**

- (a) Entries close at 1.00 p.m. sharp on the date nominated for each championship as per the notice on the notice board.
- (b) A Major Singles Champion is not eligible to compete in a Minor Singles Championship and a Major Pairs Champion is not eligible to compete in a Minor Pairs Championship.
- (c) If a player has not won either the Major Singles or Major Pairs after winning either of the Minor Championships, and a period of five (5) years has lapsed, then that player may re-enter the Minor Championships.

- (d) Club Uniform (as per WBNSW Dress Policy) must be worn when playing in Club Championships, all members of a team are to be dressed in Club Uniform.
- (e) Championship Finals may be played on Tuesdays or Thursdays.
- (f) Once a forfeit has been notified to the Controlling Body it cannot be rescinded even if that round is postponed to another day. Players receiving a forfeit do not have to turn up on the day and can play Social bowls if they wish.
- (g) First round of Championships will not commence until seven (7) days after the completion of the draw for each championship.

## **5. Pennants**

If a player has any problems with either the position or personnel within a Trial Pennant Team, she may approach the selectors in order that the situation is addressed before Pennants commence.

## **6. Mufti or Non-Uniform Days**

Neat mufti with a collar on social days and shoes must be bowls approved, special days attire is at the President's discretion.

## **7. Subscriptions**

The Committee may set special fees for tournament entries, championship entries, locker fees and such other purposes as it deems fit.

## **8. Application for Membership**

The Committee shall determine whether or not to accept an application for membership. The Committee shall not be required to supply a reason for rejecting an application provided that the Committee shall not unreasonably reject an application.

## **9. Cessation of Membership**

- (a) No appeal whatsoever shall lie from a decision of the Committee pursuant to this Constitution nor shall any member reprimand, suspended or expelled have any right of action whether at law or in equity or other remedy whatsoever against the Club or the Committee or any member thereof by reason of such reprimand, suspension or expulsion by reason of any act done or notice given prior to or consequent on or incidental to the same.
- (b) Before any disciplinary action is taken Wyong Rugby League Club is to be notified of the intention.
- (c) In the event that a member is suspended or expelled by Wyong Rugby League Club Limited, that member shall also be suspended or expelled from the Club.

## **10. Officers and Committee**

- (a) Details of any change to the Committee will immediately be notified to Wyong Rugby League Club Limited.
- (b) At the Annual General Meeting a representative of Wyong Rugby League Club Limited will fulfil the function of Returning Officer for the purpose of electing the Committee.
- (c) The Committee shall, subject to this Constitution and the Constitution of Wyong Rugby League Club Limited, manage the affairs of the Club within the authority given to the Club by Wyong Rugby League Club Limited.

- (d) A member of the Committee shall not vote in respect of any contract or proposed contract with the Club in which she is interested, or any matter arising thereout, and if she does so vote her vote shall not be counted.
- (e) A representative of Wyong Rugby League Club Limited shall be entitled to attend any general meeting of the Club.

## **11. Miscellaneous**

- (a) The funds of the Club are at all times regarded as the property of the Wyong Rugby League Club Limited.
- (b) The statement of objects, the name of the Club and this Constitution may be altered, rescinded or added to only by a special resolution of the Club which resolution is passed by a majority which comprises not less than three quarters of such financial members of the Club, as being present and entitled to do so, vote in favour at a general meeting of which at least twenty one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with this Constitution.

## **12. Social Membership**

– New category of membership passed by Ordinary Resolution at the Annual General Meeting on 13.8.2013.

In accordance with New South Wales Women's Bowling Association Inc. (WBNSW) these members:

- Shall be non-playing
- Shall not have voting rights
- Shall be entitled to be:

1. Members of Committees as such as General Purpose and Social Committee.

2. Eligible for the appointed positions of Publicity Officer, Welfare Officer and Website Editor.
3. Co-opted into other tasks as determined by the CBWBC Management Committee.

- Shall be unable to hold the position of Chairperson on General Purpose Committee or Social Committee of CBWBC.
- Must be nominated and seconded by a full member of the CBWBC to fill positions on General Purpose or Social committee, and voted for in accordance with the procedure to fill vacancies at each Annual General Meeting.
- Shall be entitled to receive the same benefits from CBWBC that current full members receive such as but not limited to events such as subsidised special events e.g. Christmas Party.
- Shall not be members of Bowls Australia, WBNSW, or Central Coast District Women's Association.

These members shall pay an annual fee as determined by the CBWBC Management Committee and revised annually.

Should social members wish to commence Bowling again they will be required to re-join WBNSW in accordance with their requirements.