

BY – LAWS
DALKEITH NEDLANDS BOWLING CLUB INC

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Proxy Form

DALKEITH NEDLANDS BOWLING CLUB INC

BY – LAWS

1. DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEES

1.1 Bar Committee

The role of the Bar Committee is to support the paid staff in providing a satisfactory level of service to Club members. At peak periods of demand to assist where necessary to optimise the cost of providing that service and at all times justify the use of paid staff.

Particular responsibilities of the Chairman are to:

- (i) work in harmony with the Bar Manager while overseeing the operations of the bar on behalf of the Executive Committee;
- (ii) ensure the economical use of the services of paid casual staff;
- (iii) ensure that procedures are maintained to secure cash, stock and bar premises;
- (iv) maintain Executive policy in bar pricing procedures and co-operate with the Bar Manager in implementing changes;
- (v) ensure that the Bar Manager's ordering methods are satisfactory and the holding of low turnover stock is minimised;
- (vi) perform a monthly stock take of all bar Stock;
- (vii) ensure that proper health and cleanliness standards are maintained in the bar area;
- (viii) ensure that all paid staff and volunteer staff adhere to Club policy on dress standards when working in the bar;
- (ix) ensure that bar staff, paid or voluntary, do not smoke or consume alcoholic beverages behind the bar; and
- (x) ensure an appropriate Guest Log to be maintained in the bar area in accordance with the relevant requirements of the Liquor Licensing laws

1.2 Corporate Committee

The role of the Corporate Committee is:

- (a) To take bookings and keep a diary of all corporate events.
- (b) To liaise with potential users of the Club as to the cost of services to be provided.
- (c) To assist the users in running bowling events utilising the Club's bowls and facilities

1.3 Entertainment Committee

The role of the Entertainment Committee is to organise and arrange all social functions and fundraising events (other than a specific project) within the Club Premises to meet the social needs of members.

The Chairman shall have the specific duty to administer the conduct of his/her Committee; and

- (i) arrange at least two months in advance a programme of entertainment and functions of a social nature;
- (ii) arrange catering and engage entertainers or any other service permitted under the Liquor Act;
- (iii) conduct, arrange or supervise normal fundraising activities, raffles, quiz nights, etc;
- (iv) to ensure that all monies received and expended are promptly brought to account on statements as required by the Committee, together with all dockets and receipts.

1.4 Finance Committee

The Finance Committee shall be chaired by the Treasurer and will comprise of the President, Vice President and Secretary. The Finance Committee will be responsible for the preparation of long and short term budgets, review of monthly accounts and reporting thereon to the Executive Committee.

1.5 Grounds Committee

The role of the Grounds Committee is to maintain the grounds of the Club, lawns, verges and gardens in well cared for condition so as to enhance the greens, and Club buildings and to maintain the greens furniture in sound and well painted condition, and preservation. The Grounds Committee will also be available to assist the greenkeeper in renovation work as required.

Specific duties of the Chairman will be to:

- (i) liaise with the greenkeeper in meeting the Committee's requirements for all match and practice sessions;
- (ii) ensure that the greenkeeper maintains all greens equipment in good order and that he adheres to all safe working practices in the use of machinery, fuels, chemicals and fertilisers and that all orders for supplies are entered in docket provided;
- (iii) liaise with all Selection and Match Committee Chairmen to determine their greens requirements and keep the greenkeeper informed to enable appropriate allocation and preparation of greens;
- (iv) arrange for flags and corner flags to be erected mats and jacks set out and scoreboards cleaned and adjusted on pennant and match days;
- (v) ensure that all such equipment is returned to its storage place at the end of each day;
- (vi) ensure at the beginning and end of the bowling season that all sun shades are erected or removed for storage as the weather dictates.

1.6 House Committee

The role of the House Committee is to ensure that all Club buildings, the greens and grounds lights, fences and any other structures are maintained in a good state of repair.

The specific duties of the Chairman are to:

- (i) ensure that the necessary attention is given to the air conditioning system as required in the operating instructions;
- (ii) encourage committee members and club members generally to effect such repairs and maintenance of the Club Premises as fall within their capabilities;

- (iii) at the March meeting of the Committee, present a written outline of proposed capital expenditure for the purchase of any item exceeding \$1,000 likely to be incurred during the coming financial year;
- (iv) refer items of unexpected expenditure to the Finance Committee for approval unless such expenditure is necessary as a matter of safety or security or subsequent to an Insurance Claim;
- (v) ensure that the purchase of all maintenance items are appropriately documented for verification when accounts are received for payment.

1.7 Membership Committee

The role of the Membership Committee is to ensure that Members, particularly new members, are made to feel welcome in the Club.

This can be done by:

- (i) arranging new member welcome events:
- (ii) arranging new member mentors:
- (iii) ensuring that new members get involved in novice events:
- (iv) liaising with the Secretary for the maintenance of both the membership and capitation records.

2. CAPTAIN MEN'S BOWLS

2.1 The Captain Men's Bowls will oversee Men's Bowls activities within the Club. He will liaise closely with the Chairman of the Men's Match Committee. Generally, he shall also fulfil the role of Trophy presentation, guest introduction and the like.

Specific responsibilities shall be to:

- 2.2 hold meetings of the Men's Bowls Committee on a regular basis, this would normally be monthly;
- 2.3 chair all such meetings or, in his absence the Committee shall elect a Chairman;
- 2.4 ensure the early formation of a bowls program for the year;
- 2.5 submit the program to the Committee for endorsement;

- 2.6 encourage recruitment of new members and foster their introduction to the Club and its competitions
- 2.7 liaise with the Club coaches to ensure their services are available to members who desire/require coaching
- 2.8 ensure that match organisation and conduct conforms with the general policy and practice of the Club;
- 2.9 ensure that the Men's Delegate is instructed to vote in accordance with the wishes and direction of the Men's Bowls Committee;

3. CHAIRMAN OF MEN'S MATCH COMMITTEE

- 3.1 The Chairman of the Men's Match Committee will liaise closely with the Chairman of the Ladies Match Committee for mixed events, the Chairman of Grounds on greens availability and the Chairman of Entertainment for supporting Social activities;
- 3.2 formulate a bowls program for the year for submission to the Committee for endorsement;
- 3.3 publicise the events in order to create maximum involvement of members;
- 3.4 liaise with the Chairman of the Ladies Match Committee to recommend all the competition entry fees for ratification by the Committee;
- 3.5 ensure the collection of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to Club revenue.
- 3.6 in the event of games being abandoned, adjudicate on prize and fees distribution/return to players;
- 3.7 ensure that umpires are appointed for all pennant matches, RWABA open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses;
- 3.8 receive and deal with complaints from members relative to bowls. Complaints relating to misconduct may, if necessary, be lodged with the Committee;

4. CAPTAIN LADIES' BOWLS

- 4.1 The Captain Ladies' Bowls will oversee Ladies' Bowls activities within the Club. She will liaise closely with the Chairman of the Ladies' Match Committee. Generally, she shall also fulfil the role of Trophy presentation, guest introduction and the like.

Specific responsibilities shall be to:

- 4.2 hold meetings of the Ladies Bowls Committee on a regular basis, this would normally be monthly;
- 4.3 chair all such meetings or, in her absence the Committee shall elect a Chairman;
- 4.4 ensure the early formation of a bowls program for the year;
- 4.5 submit the program to the Committee for endorsement;
- 4.6 encourage recruitment of new members and foster their introduction to the Club and its competitions
- 4.7 liaise with the Club coaches to ensure their services are available to members who desire/require coaching
- 4.8 ensure that match organisation and conduct conforms with the general policy and practice of the Club;
- 4.9 ensure that the Ladies' Delegate is instructed to vote in accordance with the wishes and direction of the Ladies' Bowls Committee;

5. CHAIRMAN OF LADIES MATCH COMMITTEE

- 5.1 The Chairman of the Ladies Match Committee will liaise closely with the Chairman of the Men's Match Committee for mixed events, the Chairman of Grounds on greens availability and the Chairman of Entertainment for supporting Social activities;
- 5.2 formulate a bowls program for the year for submission to the Committee for endorsement;
- 5.3 publicise the events in order to create maximum involvement of members;
- 5.4 liaise with the Chairman of the Men's Match Committee to recommend all the competition entry fees for ratification by the Committee;

- 5.5 ensure the collection of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to Club revenue.
- 5.6 in the event of games being abandoned, adjudicate on prize and fees distribution/return to players;
- 5.7 ensure that umpires are appointed for all pennant matches, RWABA open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses;
- 5.8 receive and deal with complaints from members relative to bowls. Complaints relating to misconduct may, if necessary, be lodged with the Committee.

6. SELECTION COMMITTEES

6.1 Men's Selection Committees

The Chairman of Selectors shall decide the Men's Selection Committee and the number required to serve.

The names of those members selected shall be advised to the Executive Committee.

6.2 Ladies Selection Committee

The Chairman of Selectors shall decide the Ladies Selection Committee and the number required to serve.

The names of those members selected shall be advised to the Executive Committee.

- 6.3 Selection Committees will report to the Executive Committee and at all times act to further the Objects of the Club.

7. SALE OF LIQUOR

7.1 Bar Trading Hours

Trading hours to be resolved by the Executive Committee, and to be within the provisions of the Liquor Act.

7.2 Consumption of Liquor

Liquor shall not be stored by members for consumption outside the times when the bar is open for trading.

8. BEHAVIOUR

Members and their guests must at all times conduct themselves in a gentlemanly/ladylike manner.

9. CHILDREN

Children must at all times:

- (a) be under the control of a responsible adult. A person shall be taken to be a responsible adult if that person was an adult who is a parent, step-parent, spouse, de facto partner or legal guardian of the juvenile, or other person in loco parentis to the juvenile;
- (b) conduct themselves in such a manner so as not to interfere with the proper functioning of the Club;
- (c) not go onto the greens unless under instruction by a member of the Club.

Parents, guardians or adult members bringing children onto Club premises will be held responsible for their behaviour and may be directed to leave the premises by a member of the Committee or House Committee or the Bar Manager if any child is contravening Clause 9(a), (b) or (c) above.

10. DRESS

At all times members and their guests shall be clean and neatly dressed in keeping with the activities of the Club.

11. FACILITIES

11.1 Kitchen

Any member or group of members may use the kitchen provided:

- (i) that the kitchen may be set aside for the use of specific members or groups of members at certain times, during which time other members or groups of members may use the facilities only with the express permission of the specified user;
- (ii) that any member or group of members using the kitchen **must** clean all utensils, replace all items used and leave the area in a clean and tidy state;
- (iii) any member or group of members failing to comply with Clause 9(1)(ii) of the By-laws may be denied the further use of the kitchen for such period as thought fit by the Committee;

- (iv) members wishing to make use of the kitchen must apply to the Secretary of the Club for permission.

11.2 Toilets and Locker Rooms

Members must give all possible assistance in maintaining the cleanliness of the toilets and locker rooms.

12 BOWLING GREENS

12.1 Drinks on Greens

As the Greens and surrounds are part of the Licensed Premises of the Club, it is permissible to take drinks of any kind onto the grassed areas surrounding the Greens.

12.2 General

- (i) The respective Bowls Committees shall have exclusive use of sufficient greens to conduct Association, Pennant and Club competitions and official practice.
- (ii) Official practice times will be approved by the respective Bowls Committees and advertised on the noticeboard and in any case will not take precedence over Association, Pennant Matches, RWABA or open events or any competition.
- (iii) The respective Bowling Committees shall have the use of sufficient Club facilities e.g. kitchen, hall or bar to cater for the needs appropriate to any competition.

13 PRIVATE FUNCTIONS

With the approval of the Committee, members may use the Club Premises to hold private, family or business functions with or without a meal, with no limitation as to the number of guests providing that number shall not exceed the combined total of members and guests as stipulated under the Health Act 1911.

Members wishing to avail themselves of this privilege must abide by any conditions set by the Committee and shall be responsible for the conduct of their guests while on Club Premises.

14. SMOKING

In compliance with Health Regulations, no member or his guest shall smoke tobacco products within the confines of the club rooms. In addition it is a requirement of RWABA that smoking must not occur on the greens during Competitions under their control. A member shall be responsible for his/her guests in relating to this rule.

15. PROXY FORM

An instrument appointing a proxy shall be in the form as outlined in the Appendix or in a form that is similar to that form as the circumstances allow.

PROXY FORM

Dalkeith Nedlands Bowling Club Inc

Form of Proxy

I of being a member of the said Club hereby appoint of or in his/her absence of as my proxy to vote at the * Annual General Meeting/Special General Meeting/General Meeting of the said Club to be held on the day of 20.. and at any adjournment of that meeting.

This form to be used "in favour of"/"against" the resolution.

Signed this day of20..

*Strike out whichever is not desired.

#To be inserted if desired.