



GOSNELLS BOWLING CLUB (Inc)

BY-LAWS

Effective From 20th June 2018

Modified 5th June 2019

Ratified by Management Committee 12th June 2019

Modified 21st June 2019. Awaiting Management Ratification

Ratified by Management Committee 17th July 2019

Ratified by Management Committee 26th June 2020

Modified 12th August 2020. Awaiting Management Ratification

Placed on Club's Noticeboard 13th August 2020.

Ratified by Management Committee 28th August 2020

TABLE OF CONTENTS

Table of Contents.....	2
1. DUTIES AND RESPONSIBILITIES OF ALL STANDING COMMITTEES.....	3
(a) Bar Committee.	4
(b) Grounds Committee.	4
(c) House Committee	5
(d) Entertainment Committee.....	5
2 CAPTAIN MEN'S BOWLS.	6
3 CAPTAIN LADIES' BOWLS.....	7
4 SELECTION COMMITTEES.	8
5 DUTIES OF CONVENOR.....	9
6 MARKETING/COMMUNICATIONS CO-ORDINATOR	10
7 PARTNERSHIP CO-ORDINATOR.....	10
8 FUNCTIONS CO-ORDINATOR.....	10
9 SALE OF LIQUOR	11
10 SMOKING.....	11
11 BEHAVIOUR	12
12 CHILDREN	12
13 DRESS	12
14 FACILITIES.....	12
14 BOWLING GREENS	13
15 PRIVATE FUNCTIONS	13
16 PARKING.....	14
17 LOGOS.....	14
18 PART PAYMENT OF SUBSCRIPTION.	14
19 COMPLAINTS AGAINST CLUB EMPLOYEES.....	14
20 BY-LAW CHANGE.	15
21 BY-LAW CHANGE REGISTER.....	15

GOSNELLS BOWLING CLUB (Inc) BY-LAWS

Amended: 26th June 2020 Ratified

1. DUTIES AND RESPONSIBILITIES OF ALL STANDING COMMITTEES

- All Standing Committees shall be subordinate to the Management Committee subject to its control, and report to the Management Committee through its Chairperson. Reports are to be in writing,
- The President and Secretary shall be ex-officio members of all Standing Committees and notified of all intended meetings. They shall not have a vote in Standing Committees but may advise on policy and procedure,
- The Chairperson of each Standing Committee shall be responsible for the conduct of his Committee and to carry out the duties detailed for that Committee in the Club By-laws,
- Each Standing Committee shall meet at least monthly,
- To ensure that health and safety standards are maintained,
- To ensure that all items purchased for maintenance are recorded for verification when accounts are received for payment:
- At the March meeting of the Management Committee, to present a written outline of proposed budget expenditure exceeding three times the current value of a Full membership subscription on any item during the next Club year:
- To refer items of unexpected expenditure to the Finance Committee for approval,
- The Chairperson of a Standing Committee shall be responsible to accept any criticism of paid staff within his role of duties and shall exercise the utmost discretion in any action deemed necessary. All other Committee persons (and all other members of the club) shall refer any complaint or criticism to the appropriate Chairperson who, if the matter is serious shall refer it to the Club President.

(a) 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, assist where necessary with the optimisation of the cost to provide that service and at all times justify the use of paid staff. Particular responsibilities of the Chairperson are:

- (i) To work in harmony with the Bar Manager while overseeing the operations of the bar on behalf of the Management Committee:
- (ii) To ensure the economical use of the services of paid casual staff:
- (iii) To ensure that procedures are maintained to secure cash, stock and bar premises:
- (iv) To maintain Management policy in bar pricing procedures and co-operate with the Bar Manager in implementing changes:
- (v) To be satisfied that the Bar Manager's ordering methods are satisfactory and low turnover stock is minimised:
- (vi) To carry-out a monthly stock-take of all bar sales commodities:
- (vii) To ensure that proper health and safety standards are maintained in the bar area:
- (viii) To ensure that all paid staff and volunteer staff adhere to Club policy on dress standards when working in the bar:
- (ix) To ensure that bar staff, paid or voluntary, do not smoke or consume alcoholic beverages behind the bar.
- (x) Liaise with the Marketing Coordinator regarding notices for bar maintenance and closures for inclusion on Facebook and Web Page in a timely manner.

(b) Grounds Committee.

The role of the Grounds Committee is to maintain the Club's grounds, flood lights, fences, reticulation, shades, lawns, verges and gardens in well cared for condition so as to enhance the greens. Their duties also include maintaining and de-cob webbing the greens seating and furniture and ensuring they are in a sound condition, and preservation when not in use.

The Grounds Committee will also be available to assist the groundsman in renovation work as required. Specific duties of the Chairperson will be:

- (i) To be the liaison Co-ordinator with the groundsman in meeting the requirements of the Management Committee for all match and practice requirements:
- (ii) To ensure that the groundsman maintains all greens equipment in good order and that he adheres to all safe working practises in the use of machinery, fuels, chemicals and fertilisers and all orders for resources are entered in dockets provided:
- (iii) To liaise with all Selection and Match Committee Chairpersons to determine their greens requirements and keep the groundsman informed to enable allocation of greens:
- (iv) In liaison with the groundsman, close any green, or part thereof, according to the maintenance needs of the Club.
- (v) Liaise with the Marketing Coordinator regarding notices for greens maintenance and closures for inclusion on Facebook and Web Page in a timely manner.

(c) House Committee

The role of the House Committee is to ensure all interiors and exteriors of Club buildings, sheds (excluding the grounds shed), BBQ area, fittings and furniture and verandas are clean and maintained in a good state of repair. The specific duties of the Chairperson:

- (i) To ensure that the necessary attention is given to the cooling and heating systems as required in the operations instructions:
- (ii) To encourage Committee members and Club members generally to carry out such repairs and maintenance of the Club as fall within their capabilities:
- (iii) To ensure that the interior and exterior of all buildings are kept clean and free from cobwebs.
- (iv) To ensure that all windows, interior and exterior are maintained and cleaned.
- (v) To ensure that the alarm system is operative and monitored.
- (vi) Coordinate pest control requirements of the club.
- (vii) Liaise with the Marketing Coordinator regarding notices for club maintenance and closures for inclusion on Facebook and Web Page in a timely manner.

(d) Entertainment Committee.

The role of the Entertainment Committee is to organise and arrange all social functions and fundraising within the Club to meet the social needs of members. The Chairperson shall have the specific duty to administer the conduct of his Committee.

- (i) Program at least two months in advance at all times an array of entertainment and functions of a social nature:
- (ii) Arrange catering, 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 Management Committee, together with all dockets and receipts.
- (v) Liaise with the Marketing Coordinator regarding notices for upcoming functions and photographs for inclusion on Facebook and Web Page in a timely manner.

2 CAPTAIN MEN'S BOWLS.

The Captain Men's Bowls shall be responsible for the administration of Men's Bowls events within the Club and maintain a close liaison with the Captain Ladies Bowls for mixed events, the Grounds Chairman for greens availability and the Convenor for supporting catering needs. Generally, he shall fulfil the Bowls Social role of trophy presentation, guest introduction and such like, as previously performed by the President of Gosnells Bowling Club.

Specific responsibilities shall be:

- Hold meetings of the Men's Bowls Committee of the Club at least monthly:
- Chair all such meetings or, in his absence the Committee shall elect a Chairman:
- To report to the Management Committee on matters relating to men's bowls operations at each monthly Management Committee meeting:
- Ensure the early formation of a bowls program for the year: liaise with the Chairman of Grounds on greens availability for the program and the Captain of Ladies Bowls for inclusion of mixed bowls events:
- Submit the program to the Management Committee for endorsement:
- Oversee the roles of match organisation and conduct in conformity with the general policy and practice of the Club:
- Liaise with the Ladies' Bowls Captain to recommend all game entry fees, with the exception of Pennants set annually by the Finance Committee, for ratification by Management Committee:
- Liaise with the Marketing Coordinator regarding notice and events for inclusion on Facebook and Web Page in a timely manner.
- Oversee the collection and dispersion of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to Club revenue, as per required distribution form:
- Have umpires appointed, in conjunction with the Ladies Captain for all pennant, open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses:
- Receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Management Committee:
- Liaise with the Convenor to ensure that catering needs for men's Pennants and Club Championships are met:
- Liaise with the Convenor to ensure that catering needs for men's Open and State Events are met: and
- Attend Selection Committee meetings of the Men's Selection Committee. His role is to advise only and is not to make or effectuate player's selections, with the exception of a casting vote if required.

General.

- The Captain of Men's Bowls is to be elected by financial members at the Club's Annual General Meeting.
- The Captain will be the Chairperson of the Men's Match Committee which consists of elected financial members.

3 CAPTAIN LADIES' BOWLS.

The Captain Ladies' Bowls shall be responsible for the administration of Ladies' Bowls events within the Club and maintain a close liaison with the Captain Men's Bowls for mixed events, the Grounds Chairperson for greens availability and the Convenor for supporting catering needs. Generally, she shall fulfil the Bowls Social role of trophy presentation, guest introduction and such like, as previously performed by the President of Gosnells Bowling Club.

Specific responsibilities shall be:

- Hold meetings of the Ladies' Bowls Committee of the Club at least monthly:
- Chair all such meetings or, in her absence the Committee shall elect a Chairperson:
- To report to the Management Committee on matters relating to Ladies' Bowls operations at each monthly Management Committee meeting:
- Ensure the early formation of a bowls program for the year: liaise with the Chairperson of Grounds on greens availability for the program and the Captain of Men's Bowls for inclusion of mixed bowls events:
- Submit the program to the Management Committee for endorsement:
- Oversee the roles of match organisation and conduct in conformity with the general policy and practice of the Club:
- Liaise with the Men's Bowls Captain to recommend all game entry fees, with the exception of Pennants set annually by the Finance Committee, for ratification by Management Committee:
- Liaise with the Marketing Coordinator regarding notice and events for inclusion on Facebook and Web Page in a timely manner:
- Oversee the collection and dispersion of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to Club revenue, as per required distribution form:
- Have umpires appointed, in conjunction with the Men's Captain for all pennant, open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses:
- Receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Management Committee:
- Liaise with the Convenor to ensure that catering needs for Ladies' Pennants and Club Championships are met:

- Liaise with the Convenor to ensure that catering needs for Ladies' Open and State Events are met: and
- Attend Selection Committee meetings of the Ladies Selection Committee. Her role is to advise only and is not to make or effectuate player's selections, with the exception of a casting vote if required.

General.

- The Captain of Ladies Bowls is to be elected by financial members at the Club's Annual General Meeting.
- The Captain will be the Chairperson of the Ladies' Match Committee which consists of elected financial members.

4 SELECTION COMMITTEES.

Nominations for Selectors will be called for, not less than seven (7) weeks before the Annual General Meeting (AGM) and be lodged in the Nomination Box not less than four (4) weeks before the AGM.

All Selection Committees shall be chosen from eligible candidates by a Selection Panel which will be appointed by the Management Committee elected at the previous AGM. A new selection Panel will be chosen at a Management Committee meeting following the upcoming AGM. The Selection Panel shall comprise of the following members:

- Men's Captain,
- Ladies Captain,
- Two (2) other members of the Management Committee.

Financial Ordinary, Concession and Life members may nominate for the following Selection Committee's:

(a) Men's Selection Committees.

Saturday Pennants.

The men's Saturday Pennant Selection Committee shall consist of a minimum of three (3) members and a maximum of five (5) members.

Mid-Week Pennants (Thursday).

The men's Mid-Week Pennant Selection Committee shall consist of a minimum of three (3) members and a maximum of five (5) members.

(b) Ladies' Selection Committees.

Saturday Pennants.

The ladies Saturday Pennant Selection Committee shall consist of a minimum of three (3) members and a maximum of five (5) members.

Mid-Week Pennants (Tuesday).

The ladies Mid-Week Pennant Selection Committee shall consist of a minimum of three (3) members and a maximum of five (5) members.

(c) Co-opting Additional Selectors

The Selection Committees may request additional members to assist in the selection process. This request shall be made to the Selection Panel who may appoint eligible members to the position.

5 DUTIES OF CONVENOR.

This position is appointment by the Management Committee and directly responsible to the Ladies' Captain.

This position is open to Ordinary, Concession, Life, Limited or Social Members.

The duties include:

- Purchasing of all kitchen expendable supplies and small equipment. Stock take of supplies, cutlery, crockery and linen:
- Maintain the kitchen and its equipment in accordance with Health and Safety requirements and Club Policies:
- Establish rosters for kitchen helpers to provide refreshments and meals within the Kookaburra Cafe:
- Arrange outside caterers for the Kookaburra Café if kitchen helpers are not available.
- Make application for purchase of replacement, or additional major kitchen equipment to the Ladies' Captain:
- Liaise with Match Committees and Entertainment Committee to ensure that catering needs for specific functions are met. These include, but are not limited to:
 - Sandwich's for men's Thursday and Saturday bowls
 - Trophy Presentation dinner
 - Ladies' Gala Day/s
 - Men's Autumn Carnival (2 days) and Diggers Cup (1 day)
 - Melbourne Cup
 - Christmas in July
 - Men's and Ladies' State Events
 - Children's Christmas Party.
- Ensure all monies received and expended are brought to account consistent with Club policy:
- Prepare monthly reports for the Ladies' Captain:
- Prepare and present weekly receipts and expenditure details for the Treasurer:
and,
- Ensure that workers wear appropriate Personal Protective Equipment (PPE) as required
- Liaise with the Marketing Coordinator regarding notices for upcoming functions, affairs relating to the Kookaburra Café and Menu's for inclusion on Facebook and Web Page in a timely manner.

The Convenor shall, with the approval of the Management Committee:

Be the club contact for outside contractors where repairs or replacement of kitchen related equipment is required.

6 MARKETING/COMMUNICATIONS CO-ORDINATOR

This position is appointment by the Management Committee and responsible to the Vice President of the Club through regular dialogue.

The Marketing/Communications Co-ordinator will be an Ordinary, Concession, Life, Limited or Social Member of the Club who is committed to expanding and retaining the membership and promoting lawn bowls as a sport for all ages, cultures and creeds.

The role of the Marketing/Communications coordinator is to keep members up to date through such mediums as Facebook and the web and promote the club to the wider community.

The Co-ordinator shall render the Management and Sub-committee's all possible physical and moral support in the pursuit of the Management's aims towards the promotion of lawn bowls. The Vice President shall present reports to the Management on the operations of this position.

The Co-ordinator will seek publicity of the operations of the Gosnells Bowling Club across all media.

The Co-ordinator will be responsible for managing the club's Facebook and Web Page.

The Co-ordinator will liaise directly with Club Committees to provide the support structure necessary to successfully carry out required duties.

The Management and Sub-Committees shall render the Co-ordinator all possible physical, moral and financial support in the pursuit of the Club's aims.

7 PARTNERSHIP CO-ORDINATOR.

This position is appointment by the Management Committee and responsible to the Vice President of the Club through regular dialogue.

The Partnership Co-ordinator will be an Ordinary, Concession, Life, Limited or Social Member of the Club who is committed to obtaining financial support for the Club through partnership of events and activities of the Club together with advertising in the Clubrooms and the boundaries of the Club grounds in accordance with the provisions of the lease agreement with the City of Gosnells.

The Co-ordinator will have written authority and support from the Management Committee to approach corporate, commercial and private business operators in pursuance of his role.

Through the Vice President of the Club the Co-ordinator will obtain the personal support of the President and/or their nominee(s) in negotiating any major partnership proposal. All lesser transactions may be carried out personally by the Co-ordinator in the name of the Club.

8 FUNCTIONS CO-ORDINATOR.

This position is appointment by the Management Committee and responsible to the Vice President of the Club through regular dialogue.

The Functions Co-ordinator will be an Ordinary, Concession, Life, Limited or Social Member of the Club who is committed to obtaining support for the club through member and non-member use of the club's premises including meetings, social functions, community gatherings, training, and any other request from members of the community.

9 SALE OF LIQUOR

(a) Bar Trading Hours

As resolved by the Bar Committee and ratified by the Management Committee and within the provisions of “The Liquor Act”:

(b) Consumption of Liquor

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

10 SMOKING

In compliance with Health Regulations, no member, guest or visitor shall smoke tobacco products, electronic cigarettes (e-cigarettes) or other personal vaporisers for delivery of nicotine, within the confines of the club rooms or outside areas. Smoking tobacco products, the use of electronic cigarettes or vaporisers to deliver nicotine is permitted in the outside “Designated Smoking Area” only. A member shall be responsible for his guests.

11 BEHAVIOUR

Members and their guests must at all times conduct themselves in an appropriate manner.

12 CHILDREN

Children must at all time:

- (i) Be under the control of a parent, guardian or responsible adult member of the club:
- (ii) Conduct themselves in a manner so as not to interfere with the proper functioning of the Club:
and
- (iii) Refrain from entry 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 Management Committee or the Bar Manager if any of the above is contravened.

13 DRESS

At all times members and their guests shall be clean and neatly dressed in keeping with the activities of the Club. Obscene clothing will not be tolerated at any time.

14 FACILITIES

(a) Kitchen

Any section or member may use the facilities offered provided:

- (i) These facilities may be set aside for the use of specific sections at specific times, during which time other members or sections may use the facilities only with the express permission of the specified user:
- (ii) Any section or member using these facilities **MUST** clean all utensils, replace all items used and leave the area in a clean and tidy state:
- (iii) Any section or member failing to comply with Clause 9(a)(ii) of the By-laws shall be denied the further use thereof for such period as thought fit by the Management Committee: and
- (iv) Application for member's use of the facilities must be made to the Secretary of the Club.

(b) Toilets and Locker Rooms

Members are requested to give all possible assistance in maintaining the cleanliness of these facilities.

14 BOWLING GREENS

(b) Drinks on Greens

At no time is it permissible to take drinks, of any kind whatsoever onto the Greens, except in the case of medical emergency.

(b) General

- (i)** The respective sections shall have exclusive use of sufficient greens to conduct Association, Pennant and Club competitions and official practice.
- (ii)** Official practice times to be approved by Bowls' Committees and advertised on the Noticeboard and in any case will not take precedence over Association, Pennant or Club competition.
- (iii)** The respective section shall have the use of sufficient Club facilities i.e. kitchen, hall or bar to service the needs appropriate to any competition.
- (iv)** Practice and roll-ups are permissible whilst Association, Pennants and club Championships are in progress with the following conditions:
 - Practice and roll-ups must be played on a vacant green.
 - Neat mufti is the minimum dress requirement.
 - No singlets or obscene clothing to be worn.
 - Appropriate footwear must be worn
 - Noise is to be kept to a minimum.

15 PRIVATE FUNCTIONS

Members may, with the approval of the Management Committee, hold private family or business functions with or without a meal and 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" and as governed by "The Liquor Act".

Members wishing to avail themselves of this opportunity must obtain prior approval of the Management Committee and abide by any conditions set by the Management. Members obtaining approval shall be responsible for the conduct of their guests while on Club premises.

16 PARKING.

The Club will provide Reserved Parking Bays for the following:

- President
- Vice President
- Secretary
- Treasurer/Communications/Promotions Coordinator
- Bar Chairperson
- House Chairperson
- Entertainment Chairperson
- Grounds Chairperson
- Ladies Captain
- Men's Captain
- Convenor
- Bar staff (2)
- Duty Committee

And, on specific occasions will allocate reserved parking to visiting dignitaries and Club Partners as the Management shall decide.

17 LOGOS.

Members who wear a Club uniform shall have attached thereto such promotion logos as the Management Committee shall authorize from time to time, within the Rules of Bowls WA. Club uniforms worn by Junior members shall not display promotional logos for alcohol or tobacco products.

18 PART PAYMENT OF SUBSCRIPTION.

A 1st Moiety of the annual subscription of members shall not be less than fifty per centum of the annual subscription.

19 COMPLAINTS AGAINST CLUB EMPLOYEES.

No member shall personally criticise or harass an employee of the Club in any matter whatsoever.

Should any member feel a just cause to complain about an employee of the club, he may refer the complaint verbally and then in writing if so required, to the appropriate subcommittee Chairperson for any action deemed necessary. Frivolous complaints will not be tolerated.

20 BY-LAW CHANGE.

Any changes made by the Management Committee to the By-Laws under “Powers of Management Committee” in Part D of the Constitution, must be placed on the club’s noticeboard for club members’ comment for a period of fourteen (14) days prior to ratification by the Management Committee.

All changes are to be documented in the By-Law Change Register in 21 below.

21 BY-LAW CHANGE REGISTER.

Date	Clause #	Changed From	Changed To
12/08/2020	20	Nil	Any changes made by the Management Committee to the By-Laws under “Powers of Management Committee” in Part D of the Constitution, must be placed on the club’s noticeboard for club member comment for a period of fourteen (14) days prior to ratification by the Management Committee. All changes are to be documented in the By-Law Change Register in 21 below.
12/08/2020	21	Nil	By-Law Change Register.
12/08/2020	4	<p>(a) Men's Selection Committees. Saturday Pennants. The men’s Saturday Pennant Selection Committee shall consist of a minimum of three (3) members.</p> <p>Mid-Week Pennants (Thursday). The men’s Mid-Week Pennant Selection Committee shall consist of a minimum of three (3) members.</p> <p>(b) Ladies’ Selection Committees. Saturday Pennants. The ladies Saturday Pennant Selection Committee shall consist of a minimum of three (3) members.</p>	<p>(a) Men's Selection Committees. Saturday Pennants. The men’s Saturday Pennant Selection Committee shall consist of a minimum of three (3) members, and a maximum of five (5) members.</p> <p>Mid-Week Pennants (Thursday). The men’s Mid-Week Pennant Selection Committee shall consist of a minimum of three (3) members, and a maximum of five (5) members.</p> <p>(b) Ladies’ Selection Committees. Saturday Pennants. The ladies Saturday Pennant Selection Committee shall consist of a minimum of three (3) members, and a maximum of five (5) members.</p>

Date	Clause #	Changed From	Changed To
		<i>Mid-Week Pennants (Tuesday).</i> The ladies Mid-Week Pennant Selection Committee shall consist of a minimum of three (3) members.	<i>Mid-Week Pennants (Tuesday).</i> The ladies Mid-Week Pennant Selection Committee shall consist of a minimum of three (3) members, and a maximum of five (5) members.