

Table of Contents

Constitution	1
1 Name and Emblem	1
2 Objects	1
3 Powers of the Committee	1
4 Club and Income Property	1
5 Club Year	2
6 Nomination Fees	2
7 Subscriptions	2
8 Liability for Subscriptions	2
9 Levies	2
10 Membership	3
11 Ordinary Members	3
12 Social Members	3
13 Junior Members	3
14 Honorary Members	4
15 Temporary Members	4
16 Life Members	4
17 Use of Club Facilities ± Members and Guests	4
18 Complaints against Members	5
19 Fines	6
20 Annual General Meeting	6
21 Special General Meeting	6
22 Quorum	7
23 Patron/s	7
24 Management Committee	7
25 Nomination and Election of Officers	7
26 Management Committee Meetings	8
27 Resignation of a Member	8
28 Resignation of Management Committee	9
29 Auditors	9
30 Funds and Banking System	9
31 Supply and Sale of Liquor	9
32 Authority to Contact Affiliated Associations	10
33 Sub-Committees	10
34 Duties of Officers	11
35 Duties of Club Captain and Match Committee	12
36 Duties of Selection Committees	12
37 Club Seal	12
38 By-Laws, Club Policy and Standing Orders	12
39 Disputes	12
40 Dissolution	12
41 Employees	13
42 Miscellaneous	13

43	Honorariums	13
44	Alteration to Constitution	13
45	Interpretation of Rules	13
	By-Laws	15
1	Amendments To By-Laws, Standing Orders, And Job Descriptions	15
2	Meeting Times	15
3	Minutes Of General Meetings	15
4	Responsibility For Facilities	15
5	Correspondence	15
6	Job Descriptions	15
7	Bar Operations	15
8	Bar Committee	16
9	Greens Committee	16
10	Blank	17
11	Social and Fund Raising Committee	17
12	Finance and Membership Committee	17
13	Match Committee	18
14	Selection Committee/s	18
15	Club Championship Competitions	18
16	Care Of Greens	19
17	Practice Roll - Ups	19
18	New Members	19
19	Visitors	19
	Club Policy	20
	Introduction	20
1	Dress	20
2	First Aid	20
3	Keys	20
4	Cheques	20
5	Children (under age 12 Years) as Guests of Members	20
6	Pets	20
7	Notice Boards, Framed Awards, Pictures Etc.	20
8	Discrimination	20
9	Membership Cards	21
10	Correspondence	21
	Standing Orders	22
1	Order of Business ± Annual General Meetings	22
2	Order of Business ± Special General Meetings	22
3	Order of Business ± Management Committee Meetings	22
4	Ordinary Members Questions and Recommendation Time	22
5	Rules of Debate applicable to all Meetings	22

Constitution

1 Name and Emblem

- 1.1 The Club shall be an Incorporated Association and shall be called the Comet Bay Bowling Club Inc hereinafter referred to as the CLUB.
- 1.2 The colours shall be dark blue and green and the emblem a shooting star over a seascape incorporating a single pine tree.
- 1.3 The Registered Office of the Club shall be situated at 24 Cavender Street, Singleton 6175.

2 Objects

- 2.1 To establish, maintain and conduct a Club and Lawn Bowling facilities and to provide proper accommodation for members and their guests
- 2.2 To promote and foster the game of Lawn Bowls and other sporting and social activities within the local community.
- 2.3 The Club shall be affiliated with Bowls WA and accepts the Associations' Constitutions, Rules and By-Laws and the Australian Bowls Council Constitution, By-Laws and Rules of the game of Bowls.
- 2.4 To promote, organize and conduct entertainments, functions and activities including raffles and/or lotteries, where legally permitted, for the purpose of raising funds for the furthering of the objects of the Club.
- 2.5 The members of the Club will elect a Secretary for the purpose of conducting business and dealing with matters relevant to the Murray District Bowling League and consistent with the objects of the Comet Bay Bowling, Social and Recreation Club and such member will automatically be on the Management Committee.
- 2.6 This clause purposefully left blank

3 Powers of the Committee

The regulation, control and administration of all business of the Club shall be vested in the Management Committee of the Club with the power to do all such things as are necessary incidental or conducive to the attainments of the objects of the Club and shall include but not be limited to the following powers:-

- 3.1 To invest monies of the Club not immediately required for any of its objects, upon such securities and in such manner as may be determined.
- 3.2 To borrow, raise or secure the payment of money in such manner and on such terms as the Management Committee shall think fit, in particular to execute mortgages, bills of sale, charges or other securities charged upon all or any of the Club's property and to purchase, redeem, pay off or agree to a variation of all or any such securities.
- 3.3 To purchase, take on lease or in exchange, hire or otherwise acquire or deal with for such consideration as may be deemed fit, any property or assets real or personal, or any rights or privileges which may be considered of benefit to the Club.
- 3.4 To lay out, construct, build, erect, alter and maintain, bowling greens and other facilities incidental thereto, and to furnish, fit up and maintain the same for the use or by the Members and guests of the Club, and to provide all necessary equipment, appliances and conveniences therefore.
- 3.5 This clause purposefully left blank
- 3.6 To enter into contracts of service or hire and to engage and dismiss staff.

4 Club and Income Property

- 4.1 The income and property of the Club shall be solely applied to the promotions of its objects and no part thereof shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise by way of pecuniary profit to any Member, provided that remuneration may be paid in good faith to officers and servants of the Club or either persons in return for services actually rendered to the Club..
- 4.2 No Member shall be entitled to derive any benefit or advantage from the Club which is not shared equally by every other Member thereof.

- 4.3 The property of the Club shall belong to the general body of the Members and no person who resigns or is expelled from the Club or otherwise ceases to be a member of the Club shall have any claim whatsoever on the property or assets of the Club.

5 Club Year

- * For the preparation and audit of the accounts the Financial Year of the Club will commence on 1st April and end on 31st March
- * For renewal of membership the Club Year will commence on 1st April.

6 Nomination Fees

- 6.1 All applications for membership other than Honorary Membership shall be accompanied by a nomination fee applicable to the membership category.
- 6.2 Nomination Fees shall be paid to the Club before any consideration is given to the application by the Management Committee.
- 6.3 Should the application for membership be refused the Nomination Fee shall be returned to the unsuccessful applicant.
- 6.4 The Management Committee, dependent on the nature of resignation of a previous Member, shall have the power to withdraw the Nomination Fee of a resigned Member applying to rejoin the Club.

7 Subscriptions

All Members shall pay subscription fees as prescribed by the Management Committee.

- 7.1 The annual subscription for each class of Member shall be the amount together with any affiliation fee and levy imposed by Bowls WA determined by the Management Committee.
- 7.2 A Member shall be required to pay their full subscription except upon their appointment to Life Membership or subject to the provisions of Clause 7.4 of this section.
- 7.3 Where a Member is elected in any month after the commencement of the Club year, the amount of the subscription and affiliation fees due shall be as determined by the Management Committee, provided the subscription set shall not be less than one half of the annual subscription current for the category of membership applicable.
- 7.4 The annual subscription for Junior Members shall be as determined by the Management Committee.

8 Liability for Subscriptions

- 8.1 Members subscriptions shall be paid to the Club by the due date, being 1st April. The first subscription due by Members newly elected to the Club shall be due within fourteen (14) days after notice of their election.
- 8.2 Any Member not financial after the due date as defined under Clause 8.1 of this Constitution, and who has not made arrangements with the Secretary, shall not be entitled to Voting rights or enjoy the privileges of the Club until such subscriptions are paid.
- 8.3 The Management Committee may relieve a Member of part of his/her liability to the Club, provided the remaining part due is not less than \$2.00 plus any levy which may have been imposed and that the Management Committee is satisfied of the Member's inability to pay such subscription and levy in full.
- 8.4 The Management Committee shall have the power by resolution to remove from the Register of Members the name of any Member who fails to pay membership fees.
- 8.5 The Club shall have the power to offset debts including unpaid subscriptions due by any Member against any money due by the Club to that Member.

9 Levies

- 9.1 Members other than Life Members shall pay such levies as may be imposed at a Special General Meeting of the Club called for that purpose, or by Bowls WA. No levy shall exceed the amount of the annual subscription current in any one year.
- 9.2 Such Levies shall be payable within one month of issue of Notice of Levy to Members. Non payment of such Levy within the prescribed period shall be treated as a Member's debt to the Club.

10 Membership

The Club Secretary shall keep and maintain a Register of Members listing names, addresses and payments of subscriptions, affiliation fees and other charges and such Register shall be kept at other safe premises as determined by the Management Committee who will ensure that such Register is readily available for inspection on request in accordance with conditions as per clause 42.5.

- 10.1 Any person desiring to become a Member of the Club shall sign an application in such form as prescribed by the Management Committee, who shall have the power to modify the form. The application on the prescribed form must be fully completed and forwarded to the Secretary of the Club together with the nomination fee for the category of membership applied for.
- 10.2 The names and addresses of the membership applicants, together with the names of the Ordinary Members who propose and second the applicants shall be displayed on the Club Notice Board for at least fourteen (14) full days prior to the meeting at which the applications shall be dealt with. Any objection to any nomination shall be submitted in writing to the Club Secretary prior to the relevant meeting of the Management Committee.
- 10.3 Any person who is under suspension or who has been expelled from the Club or any other Incorporated Club, shall not be admitted as a Member.
A candidate who has been rejected for membership may not be proposed as a Member until after an interval of twelve (12) months following the date of rejection, provided that any candidate whose membership acceptance has been rendered void by irregularity in the ballot may with the consent of the Management Committee be proposed again.
- 10.4 All applications for membership, other than Honorary or Life Members shall be approved and accepted by the Management Committee by way of vote unless a secret ballot is called for. Two adverse votes shall exclude the applicant from membership.
- 10.5 Approval and acceptance of membership applications shall take place at the Management Committee's regular or special meetings and shall be recorded in the minutes of such meetings.
- 10.6 The Club Secretary shall notify all new Members in writing within seven (7) days of their acceptance (or rejection) and request them to pay the subscription fee and any other approved charges, and if requested by the Member issue them with a copy of the Constitution of the Club.
- 10.7 Persons whose application for membership is accepted shall be deemed to have subscribed to this Constitution upon receipt by them of admission to membership of the Club and request for payment of the subscription fees.

11 Ordinary Members

Applicants for Ordinary Membership shall be eighteen (18) years of age or more on the date of signing the application

12 Social Members

Applicants for Social Membership must be over the age of 18 years and shall be entitled all the privileges of the Club subject to the following conditions:-

- 12.1 Social Members shall have no say in the management of the Club and shall not be entitled to hold office, vote at any poll of the Club, or propose or second any application for membership, but in all other respects conform to and be bound by this Constitution and any By-Laws and Policies of the Club.
- 12.2 Social Members may not use any Lawn Bowls facilities nor participate in any Lawn Bowls organized events unless application is made to the Management Committee to transfer to Ordinary Membership and paying the difference in the prescribed fees for such membership, or on such occasions as determined by the Management Committee.
- 12.3 Social Members are entitled to attend and participate in all social functions and activities conducted by the Management Committee.

13 Junior Members

- 13.1 Persons up to the age of eighteen (18) years of age may make application to the Club as a Junior Member, and shall be elected in the manner prescribed for Ordinary Members in Clause 10 of this Constitution.
- 13.2 Subject to Clause 13.3, Junior Members shall have no voice in the management of the Club

COMET BAY BOWLING CLUB (INC).

and shall not hold office or vote at any General Meetings of the Club, but may enjoy such privileges as determined by the Management Committee.

- 13.3 Junior Members may be elected, co-opted or appointed to any sub-committee, provided that no Junior Member shall hold the office of Chairperson or Vice-Chairperson of such sub-committee.
- 13.4 Junior Members shall not have any right or privilege which would contravene the Liquor Licensing Act. However, the Management Committee may authorize Junior Members to be present in any part of the Club premises including the Bar area in accordance with Section 120 of the Liquor Licensing Act.

14 Honorary Members

- 14.1 Any person whose Honorary Membership of the Club is considered to be in the best interests of the Club may be nominated as an Honorary Member, except that no person shall become an Honorary Member of the Club who is under the age of 18 years.
- 14.2 Election of Honorary Members
They must be proposed in writing, signed by a member in a form setting out that such person is to the knowledge of the proposer, eligible to be elected an Honorary Member provided that:-
a) Honorary Membership may be granted by any two (2) members of the Management Committee and is subject to approval at the next meeting of the Management Committee.
(b) Honorary Membership shall last for a term not exceeding twelve (12) months from the day of election. The Management Committee may on expiry, offer a renewed Honorary Membership for a further period not exceeding twelve (12) months.
- 14.3 Honorary Members shall not be liable for any subscription fees.

15 Temporary Members

- 15.1 A person who is on any day visiting the club as a member or an official of, or a person assisting a team that is to contest a pre-arranged event in that sport on that day or at the invitation of member to engage in sport on that day, may be taken to be a person who is afforded temporary membership on that day.
- 15.2 Temporary Members shall be entitled to full privileges of the Club on that day save and ; except that they shall not have any right to any property of the Club, nor shall they take or hold any office or vote at any election or meeting of the Club.
- 15.3 Temporary Members shall not be obliged to pay any membership fee to the Club.

16 Life Members

Life Members are those Members, who because of having rendered important and valued service to the Club over a period of not less than seven (7) consecutive years as Members of the Club and have been so elected at a General Meeting of the Club.

Proposals for Life Membership shall be considered by the Management Committee and, if the circumstances justify it, shall bear their recommendation to the General Meeting at which for election two-thirds of the votes cast must be favourable. Life Members shall be entitled to the full privileges of the Club

- Life Members shall be exempt from the payment of annual subscription fees but shall be liable for any other fees determined by the Management Committee and for affiliation Fees and Levies imposed by any body with which the Club may be affiliated.
- There shall be a maximum of five (5) Life Members of the Club at any one time. For the purpose of calculating the period of service, the Club shall be deemed to have been formed on 18th December 1988.

17 Use of Club Facilities – Members and Guests

- 17.1 No person other than a Member of the Club shall use the sporting or other facilities of the Club except:-
- 17.1.1 Members of affiliated sporting and recreation clubs or teams properly invited by the Management Committee, or admitted in accordance with regulations laid down for admission of persons and/or teams to licensed premises by the Liquor Licensing Act.
- 17.1.2 Professional sporting coaches and their assistants, when employed by the Club or any

other person who provides coaching services free of charge with permission of the Management Committee.

- 17.1.3 Temporary Members visiting the Club on any one day to participate in any organised sporting, social or recreational event or activity.
- 17.1.4 Guests invited by Members of the Club.
- 17.2 A Member inviting guests will be responsible for their behaviour whilst on Club premises.
- 17.3 Any two (2) members of the Management Committee shall have the right to object to the presence on Club premises of any guest whom they consider undesirable and may request the removal of such person.
- 17.4 A Member, subject to prior approval from the Management Committee, may invite any number of guests onto Club premises to partake of a meal and those guests may, subject to the needs of the Liquor Licensing Act, purchase liquor for consumption with that meal.
- 17.5 A Member may with prior approval from the Management Committee arrange for a private function to be held on the Club premises at which guests may be invited without limitation to number apart from restrictions imposed under the Liquor Licensing and Health regulations, and those guests may be supplied with liquor for consumption on Club premises.
- 17.6 The maximum number of guests per Member per day for purposes of Section 48.4.(b) of the Liquor Licensing Act 1988 is three (3) or such other number as may be amended under the Act.

18 Complaints against Members

Complaints concerning Members conduct shall be viewed as either.-

(a) Minor Misdemeanor

or

(b) Misconduct

- 18.1 Minor Misdemeanor shall be considered to be an act of indiscretion concerning, or infringement of the rules of etiquette of the game of Lawn Bowls in or off the Club premises.
All complaints of Minor Misdemeanors shall be reported to the relevant Captain who shall decide if the matter be acted upon or allowed to lapse. Should it be determined that further action may be necessary the Captain shall convene a meeting of the Match Committee who shall decide as follows:-
 - 18.1.1 The Captain and/or members of the Match Committee to discreetly discuss the complaint with the Member complained against, or
 - 18.1.2 If considered to be of a more serious nature, the complaint may be deemed an Act of Misconduct and shall be referred to the Management Committee for determination.
- 18.2 Misconduct is considered to be any act, practice or conduct that may bring discredit upon, or prejudice the reputation of the Club and/or any Member of the Club, or effect the enjoyment of the Club premises and facilities by Members and Guests, or cause any friction between Members and is committed in or off Club premises.
 - 18.2.1 Complaints of any alleged misconduct shall be made to the Secretary within forty-eight (48) hours and confirmed in writing within five (5) days, stating the explicit nature, time and date of the offence of which the Member is accused and the names of any witnesses.
 - 18.2.2 On receipt of any such complaint the Secretary shall immediately convene a meeting of the Management Committee to deal with matter.
 - 18.2.3 Where a complaint is referred to the Management Committee or that Committee is of the opinion that the conduct of a Member is offensive, the Member shall be required to appear before the Management Committee to answer to the complaint or charge. The Secretary shall give to the Member/s involved in the complaint in writing the details of the complaint and seven (7) days notice of the meeting at which the complaint will be heard. Witnesses for both parties may be called to attend the meeting.
 - 18.2.4 The Management Committee shall have the power to reprimand, fine, impose penalty for damages sustained to Club property, suspend or expel from membership any Member should the Management Committee in its judgment consider the Member guilty of any breach of conduct
 - 18.2.5 Any action taken by the Management Committee shall be by resolution of at least three

- quarters of members of the Management Committee present at the hearing, and the findings of that meeting shall be confirmed to the Member in writing
- 18.2.6 Should the Management Committee rule to have a Member suspended or expelled from membership such ruling shall be advised in writing to Bowls WA in accordance with the By-Laws of those Associations.
- 18.2.7 A Member called before the Management Committee to answer a charge of Misconduct shall be given reasonable opportunity to be heard and may be represented by an advocate.
- 18.2.8 A Member who is suspended or expelled from membership of the Club may appeal against the ruling by giving notice of such intention in writing to the Secretary within fourteen (14) days. The Secretary shall then convene a Special General Meeting within twenty eight (28) days of Members who are entitled to vote to hear the appeal. After hearing the appeal and having given the Member lodging such appeal reasonable opportunity to be heard, the Special General Meeting shall by resolution confirm or set aside the Management Committee to suspend or expel that Member.
- 18.2.9 Any Member suspended or expelled and who has appealed against the decision, does not cease to be a Member of the Club until the finding of the Special General Meeting is confirmed to him/her.

19 Fines

For any breach of the Constitution and/or By-Laws for which the Management Committee imposes a fine, such penalty shall not exceed the amount of the current annual subscription of the relevant membership category. Any Member failing to pay any fine imposed on him/her within ten (10) days of receiving notice of the penalty shall lose all privileges as a Member of the Club until such fine is paid.

20 Annual General Meeting

- 20.1 The Annual General Meeting of the Club shall be held in the month of May each year and notice of such meeting shall be prominently displayed on the Club Notice Board at least three (3) weeks prior to the Annual General Meeting.
- 20.2 At least three (3) weeks notice thereof shall be given in writing to all Life Members and all Ordinary Members entitled to vote thereat, but an accidental omission to give such notice to a particular Member or Members shall not invalidate the meeting.
- 20.3 The business of the Annual General Meeting shall be conducted in accordance with Standing Order No 1.
- 20.4 If a quorum is not present, the meeting shall stand adjourned until the same day and hour of the following week. If at such adjourned meeting there is no quorum, those present shall be deemed competent to discharge the business of the meeting.

21 Special General Meeting

- 21.1 The Secretary shall call a Special General Meeting when instructed to do so by the President, or by resolution of the Management Committee, or within fourteen (14) days of receipt of a written request, signed by no less than fifteen percent (15%) of financial Ordinary Members, setting out the purpose of such meeting.
- 21.2 Where a Special General Meeting is requested by Members, such request is to be accompanied by a payment to cover the mailing costs of notice to eligible Members. Such payment shall be refundable where the business of the meeting is supported by the majority of Members present at the meeting.
- 21.3 Notice of a Special General Meeting shall be displayed on the Club Notice Board and sent to each Ordinary Member entitled to vote not less than fourteen (14) days before the date of the meeting, but an accidental omission to give such notice to a Member or Members shall not invalidate the meeting.
- 21.4 Only business of which notice has been given shall be discussed at such meeting
- 21.5 Should a quorum not be present at any Special General Meeting, such meeting shall be deemed to have lapsed.

22 Quorum

- ❖ At the Annual General Meeting and all Special General Meetings, twenty percent (20%) of financial Ordinary Members shall constitute a quorum.
- ❖ A quorum at a meeting of the Management Committee shall be five (5) Members, excluding the Secretary and Treasurer, if such Officers are paid Officers.
- ❖ The quorum of any Sub-Committee shall be as prescribed in the rules for that Sub-Committee.

23 Patron/s

- ❖ Patron/s of the Club shall be appointed each year by the Management Committee.
- ❖ Nominations for such appointments may come from Members and shall be in the hands of the Management Committee no later than their meeting immediately prior to the Annual General meeting.

24 Management Committee

The Management Committee shall consist of the following Officers of the Club who shall be Ordinary or Life Members appointed or elected in an honorary capacity. However should there be a full time employee, such as a Manager, this member need not be a Member of the Club but could be appointed from an external source.

- ❖ President
- ❖ Vice-President
- ❖ Secretary
- ❖ Treasurer
- ❖ Men's Captain
- ❖ Ladies Captain
- ❖ Purposely left blank
- ❖ Committee Members (3).

Chairpersons of Sub-Committees as defined in this Constitution, where such persons are appointed and are not already elected members of the Management Committee.

- 24.1 The Management Committee may not be confined to the positions as defined in the previous Sub-Clause but shall be restricted to a total of twelve (12) members.
- 24.2 Should a vacancy occur due to resignation, death or forfeit of a Member the Management Committee shall have the power to appoint another Member to fill that vacancy for the remainder of the term.
- 24.3 The Immediate Past President shall be an Ex-Officio Member of the Management Committee for the twelve (12) months following his/her term of Office.
- 24.4 The Management Committee may be removed by a majority at a Special General Meeting called for that purpose and a new Management Committee appointed in its place for the remainder of the term.
- 24.5 The President and Vice President shall be elected for a term of two (2) years, provided that no person shall be eligible to hold one office for a period exceeding three (3) consecutive terms. All other Management Committee members shall be elected or appointed for a term of twelve (12) months.

25 Nomination and Election of Officers

- 25.1 The nomination of candidates for the positions of Officers of the Club, where elected, shall be called from the Life and Ordinary Members of the Club annually at least six (6) weeks prior to the Annual General Meeting and shall only be lawful if the nominee, proposer and seconder have signed the necessary form and it is lodged with the Secretary by 5.00p.m. on the Friday being not less than twenty-one (21) days prior to the Annual General Meeting. Such nominations shall be validated by the Secretary within seven (7) days of receipt and immediately posted on the Club Notice Board for perusal by Members.
- 25.2 The election of Officers shall be by Ballot which shall close twenty four (24) hours prior to the Annual General Meeting. Ballot papers shall be posted to all Life and Ordinary Members entitled to vote, at least fourteen (14) days prior to the date of the closing of the Ballot
- 25.3 A Returning Officer and two (2) Scrutineers shall be appointed by the Management Committee two (2) weeks prior to the Annual General Meeting.

- 25.4 The roll of financial Members shall close seven (7) days prior to the close of nominations. The Secretary shall provide the Returning Officer with an up to date roll of financial Ordinary Members and Life Members by the closing date for nominations. Such roll will be displayed on the Club Notice Board for seven (7) days and will be used on the day of the elections.
- 25.5 In case no more than the required number of Officers shall be nominated, those so nominated shall be declared elected. If more than the required number be nominated a count of the votes shall be conducted by the Returning Officer and the candidate obtaining the highest number of votes shall be declared elected. If more than one vacancy the candidate obtaining the next highest number of votes shall be declared elected until all vacancies have been filled. If there should be insufficient nominations to fill all vacancies, further nominations shall be called for at the Annual General Meeting to fill such vacancies with a Ballot being conducted at the Annual General Meeting if so required.
- 25.6 In the case of an equal number of votes being given to two or more candidates, the Returning Officer shall decide by giving the casting vote.
- 25.7 Except for appointments under Clause 24 of the Constitution, all Officers of the Club shall hold office for their duly elected period, but should it be necessary to fill a vacancy during such period, that vacancy shall be filled by a vote by the Management Committee. Newly elected Officers shall take office at the conclusion of the Annual General Meeting at which they were elected.
- 25.8 The Returning Officer shall retain possession of all ballot papers and envelopes until the conclusion of the meeting, when, subject to any contrary resolution, they shall be destroyed following a written record of candidates votes being handed to the Secretary.

26 Management Committee Meetings

- 26.1 Meetings of the Management Committee shall be held at least once every month on a day to be fixed at the first meeting after their election.
- 26.2 Specially convened meetings may be called by the President or by any three (3) members of the Management Committee.
- 26.3 Should a quorum not be present at any meeting of the Management Committee, such meeting shall stand adjourned until the same day and hour of the following week. If at the adjourned meeting there is no quorum, those present shall be competent to discharge the business of the meeting.
- 26.4 Any member of the Management Committee may, upon written request, take leave of absence but any member of the Management Committee absenting themselves from three (3) consecutive meetings, and failing to give satisfactory explanation of absence, shall by a majority vote of the Management Committee forfeit their position and term of office. The Management Committee shall have the power to appoint another Member to the vacancy so caused to act for the remainder of the term in accordance with Clause 25.7.
- 26.5 Minutes of all resolutions shall be recorded in a book/file provided for that purpose. A copy of such Minutes shall be posted on the Club Notice Board within fourteen (14) days of the meeting, provided such Minutes are clearly noted as being unconfirmed, and are subject to confirmation as being a true and accurate record at the following meeting of the Management Committee.
- 26.6 Any Member of the Management Committee with a pecuniary interest or personal involvement in any particular matter before the Management Committee, shall declare their interest and shall be precluded from voting on that matter.

27 Resignation of a Member

- 27.1 A Member wishing to resign from the Club shall do so in writing, such resignation addressed to the Club Secretary shall become effective upon acceptance of such resignation by the Management Committee.
- 27.2 Any such resignation shall not be binding on the Club until such time as all debts due to the Club have been met in full.
- 27.3 A Member resigning from the Club or ceasing from any cause to be a Member, shall not be entitled to, nor have any claim upon any portion whatsoever of the property of the Club.

28 Resignation of Management Committee

In the event of the resignation of the Management Committee the management of affairs of the Club shall be vested in the President and the Vice-president of the Club, who shall be competent to exercise all powers vested in the Management Committee, until a Special General Meeting for the purpose of electing their successors has been convened, such General Meeting shall be held within twenty one (21) days of receipt of such resignations.

29 Auditors

- 29.1 As and if required by law at the Annual General Meeting the Management Committee may present nominations for an Auditor or Auditors for election by Members present at that Meeting. Such nominated persons may be Members of the Club but shall not be members of the Management Committee nor family members, wives or husbands of any member of the Management Committee.
- 29.2 The Auditor/s shall certify to the correctness of the Statement of Income and Expenditure and Balance Sheet, and furnish the Secretary with a Report as to the financial state of the Club. The Auditor/s finding any deficiency in money or effects, or unsatisfactory trend in the Club's business shall state those particulars in the Report.

30 Funds and Banking System

- 30.1 The Club's Bankers shall be appointed at the discretion of the Management Committee and shall be a Licensed Bank/s or Investment facility. The Club's Bankers shall only open, close or vary signatories to Bank Accounts in the Club's name under written authority of the President.
- 30.2 All purchases that may be classified as capital expenditure shall have the prior approval of the Management Committee and be paid for by cheque drawn on the Club's Bankers or by direct deposit bank transfer. Payments for items of revenue expenditure where the value is more than one third (1/3) of the current Annual Subscription for Ordinary Members shall be made by cheque drawn on the Bankers of the Club or by direct deposit bank transfer, except where prior approval for payment to be made by cash has been obtained from the Management Committee.
- 30.3 All cheques and withdrawal forms drawn on Bank Accounts of the Club shall be signed by any two (2) of the President, Secretary and Treasurer of the Club or in their absence or incapacity, by Members appointed by the Management Committee to act in their stead.
- 30.4 No payment of an amount of money in excess of one thousand (1000) times the limit set in Clause 30.2 shall be made on any project without prior authorization of a majority of Members at an Annual or Special General Meeting called for that purpose.
- 30.5 All monies collected by any Section or Sub-Committee of the Club shall be forwarded to the relevant Treasurer to be deposited to the appropriate Bank Accounts.
- 30.6 A specified amount not exceeding two (2) times the current Ordinary Members Annual Subscription may be withdrawn and held as petty cash under an imprest system, by such Officers of the Club as shall be determined and authorized by the Management Committee.
- 30.7 All funds collected from functions/events staged within the Club will be passed to the Club Treasurer, who will reimburse expenses. An imprest amount as required, will be given to the organizing committee to fund such events.
- 30.8 All imprest accounts as prescribed in Clause 30.6 shall be balanced at the close of each calendar month and any expenditure slips together with a Reimbursement Requisition handed to the Club Treasurer within seven (7) days.

31 Supply and Sale of Liquor

For the period while the Comet Bay Bowling Club does NOT hold a liquor license the Bar shall be run by the Singleton Social and Sporting Association and operate with the following conditions.

- 31.1 A guest may not be sold or supplied with Liquor on the Club premises unless on the invitation and in the company of a Member.
- 31.2 No Liquor shall be sold or supplied for consumption to any person under the age of eighteen (18) years. Nor shall any Liquor be sold or supplied to any person other than as defined by the Liquor Licensing Act.
- 31.3 The Club shall be open to Members on those hours allowed by the Liquor Licensing Act 1988 and its amendments and approved by the Authority, except on any special occasion when the

Management Committee shall consider it expedient to close the Club or curtail or extend the hours of trading with the permission of the Licensing Authority.

- 31.4 The name of any Member refusing to leave the Club premises punctually at the time of closing shall be communicated by the Secretary to the Management Committee who shall attend to the matter.
- 31.5 There shall be no gambling or betting allowed on the club premises unless first authorised by any competent Authority.

32 Authority to Contact Affiliated Associations

The President, Secretary and authorized Management Committee members shall be the only persons so authorized to contact Bowls WA either by telephone or mail regarding Club business.

33 Sub-Committees

33.1 Appointment and Election

- 33.1.1 Following its election, the Management Committee shall at its first meeting after the Annual General Meeting, appoint from its elected and/or appointed members Sub Committees for the purposes and activities it may deem necessary, but shall include the following:-
 - (a) Greens Committee
 - (b) Social and Fundraising Committee
 - (c) Catering Committee
 - (d) Bar Committee, if the CBBC obtains a liquor license
 - (e) Finance Committee
- 33.1.2 Election of nominees for the positions of Match Committee (5) and Selection Committee Mens and Ladies (3 each) prescribed under Clause 13 and 14 and its sub-clauses of the By-Laws of this Constitution

33.2 Formation and Reporting

- 33.2.1 Each Sub Committee shall consist of at least two (2) or more members one of whom shall be the Chairperson who shall be appointed by the Management Committee.
- 33.2.2 The Chairperson of a Sub Committee may co-opt other Members of the Club to the Sub Committee as required, but such additional appointments shall be advised to the Management Committee for ratification.
- 33.2.3 Members of Sub Committees shall be subject to the control and shall operate within the policy, guidelines of appointment of the Management Committee which may revoke the appointment of any member thereof and appoint another in place of any member whose appointment may be revoked, or who shall resign.
- 33.2.4 Each Sub Committee through its Chairperson, shall submit a detailed report to each monthly meeting of the Management Committee setting out its activities since its last report, and covering its findings, resolutions, recommendations and proposed future activity pertaining to the brief of the Sub Committee.
- 33.2.5 All regulations, orders or rules proposed by a Sub Committee appropriate to its role in the conduct or management of the Club and its Members shall be subject to the approval of the Management Committee, which may revoke or vary any such regulation, orders or rules as it may deem fit. Chairpersons of Sub Committees are required to discuss any proposed activities or actions prior to implementation with the Management Committee for subsequent endorsement.
- 33.2.6 No individual member of a Sub Committee may undertake or engage in any business of that Sub Committee unless by express permission of the Chairperson of the Sub Committee. Nor shall any member of a Sub Committee engage in any business of another Sub Committee.
- 33.2.7 No Sub Committee Chairperson or member shall issue correspondence on behalf of the Club on any matter.
- 33.2.8 In the event of the resignation of a Chairperson of a Sub Committee, the powers vested in such Sub Committee shall revert to the Management Committee pending the appointment, of another Chairperson

- 33.2.9 The President of the Club may attend all meetings of all Sub Committees, but shall not have the power to vote unless a member of the Sub Committee.

33.3 Duties and Responsibilities

- 33.3.1 The Management Committee shall have the power to allocate such duties and responsibilities to a Sub Committee as it may determine is necessary for the Sub Committee to carry out its function in a manner appropriate to the management and objects of the Club
- 33.3.2 The Club By-Laws shall also be used as a guideline for the duties and responsibilities assigned to a Sub Committee.

34 Duties of Officers

34.1 President

- 34.1.1 Shall preside at all General and Management Committee meetings of the Club and shall be an ex-officio member of all Sub Committees, and see that the business of meetings is conducted in the interests of the Club, towards the attainment of its Objects and is in accordance with the Club Constitution, By-Laws, Standing Orders and Rules.
- 34.1.2 May call Management Committee meetings, and shall on written request in accordance with Clause 22 call a Special General Meeting to discuss the business contained in such requests.

34.2 Vice President

- 34.2.1 Shall attend and assist the President at all meetings of the Club and in the absence of the President shall occupy the Chair and conduct the business of the meeting.
- 34.2.2 Perform the duties and responsibilities of the President for the time being if the President is unable to perform them.

34.3 Secretary

- 34.3.1 Attend and prepare the agenda for all Management Committee and General Meetings and take Minutes of same. Keep and maintain a Register of Attendance, a record of all inwards correspondence and a copy of all outward correspondence.
- 34.3.2 Maintain a Register of Members setting forth the name, address, nature and commencement date of membership and date of last payment of subscription fees and any other charges of each Member. An up to date copy of such Register shall be available on request as per clauses 10 and 42.5
- 34.3.3 Receive subscriptions and other payments due from Members and pass them to the Treasurer within seven (7) days of receipt
- 34.3.4 Discharge the routine secretarial duties of the Club and such other duties as may be determined by the Management Committee.

34.4 Treasurer

- 34.4.1 Shall attend all Management Committee and General Meetings
- 34.4.2 Receive and deposit all monies belonging to the Club into such bank or banks and investment facilities as shall be approved by the Management Committee in the name of the Club, and disburse all monies as authorized by the Management Committee.
- 34.4.3 Properly carry out and record the financial transactions of the Club in a manner acceptable to the Management Committee. Such records shall be available for inspection by the Management Committee at all reasonable times.
- 34.4.4 Balance the financial records each month and present an Income and Expenditure Statement to the monthly meeting of the Management Committee, or at other times as may be determined by the Management Committee.
- 34.4.5 Purposely left blank
- 34.4.6 At the Annual General Meeting present a copy of the financial statements for the year. If audited, present an audited copy with the Auditor's report attached.

35 Duties of Club Captain and Match Committee

35.1 Club Captain selected from either the men's or lady's captain

- 35.1.1** Shall be responsible for the conduct and control of all events in the bowls fixtures, with the exception of Pennants
- 35.1.2** Shall be Chairman of the Match Committee and be responsible for instructing the members of the Match Committee as to how to carry out their duties.
- 35.1.3** In the absence of the President and Vice President, shall welcome visiting bowlers and entertain dignitaries.
- 35.1.4** The By-Laws of the Club shall be used as guidelines for the detailed duties and responsibilities of the Captain.

35.2 Match Committee

- 35.2.1** Shall be comprised of at least five (5) Members and include the Club Captain who shall act as Chairperson
- 35.2.2** The Match Committee shall meet at least once a month and shall report to the Management Committee in accordance with Clause 33.2.4.
- 35.2.3** The By-Laws of the Club shall be used as guidelines for the detailed duties of the Match Committee.

36 Duties of Selection Committees

- 36.1** A separate Men's and Ladies Selection Committee shall be formed to select members to represent the Club in all Pennant competitions.
- 36.2** Selection Committees shall consist of three (3) Members each, who shall choose the Chairman of Selectors
- 36.3** The Chairman of the Selection Committee shall report to the Management Committee in accordance with Clause 33.2.4.
- 36.4** The By-Laws of the Club shall be used as guidelines for the detailed duties of the Selection Committee.

37 Club Seal

The Common Seal of the Club shall be kept in the custody of the Secretary at premises nominated by the Management Committee, and shall be used only by the authority of a resolution of the Management Committee and shall be affixed to all deeds, instruments, agreements, contracts and documents in the presence of the President and one other member of the Management Committee.

38 By-Laws, Club Policy and Standing Orders

- 38.1** The Management Committee shall have the power to make such By-Laws and Club Policy to carry out the Objects of the Club, and to vary, rescind or include such By-Laws and Club Policy as they may consider necessary.
A copy of the By-Laws and Club Policy as amended shall be displayed at all times in the Clubhouse. In the event of any query as to the interpretation of the By-Laws and/or Club Policy the majority decision of the Management Committee shall be taken.
- 38.2** Standing Orders for the "Order of Business" and "Rules of Debate" will be set out in the Standing Orders of the Club and may be amended, repealed or otherwise dealt with in accordance with the By-Laws and Club Policy.

39 Disputes

Any dispute between Members may be referred by either disputant in writing to the Management Committee whose decision thereon subject to the Rules of the Club shall be final. The complainant shall lodge with the complaint a deposit of five percent (5%) of the current annual subscription for Ordinary Members and if the Management Committee considers the complaint to be of little substance the deposit may be forfeited to the funds of the Club.

40 Dissolution

The Club may be dissolved by a resolution passed at a Special General Meeting by a majority of seventy five percent (75%) of Members present who are entitled to vote. If upon the dissolution or winding up of the Club any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that dissolution or winding up, that property shall be

distributed as:

- (a) to another Association incorporated under the Act and having like Objects to the Club or
- (b) for charitable purposes incorporated body or purposes, as the case requires shall be determined by resolution of the Members when authorizing and directing the Management Committee under Section 32(3) of the Act to dissolve or wind up the Club and to prepare a distribution plan for the disbursement of the surplus property of the Club.

In default thereof or in so far as effect cannot be given to such determination, then such payment or distribution shall be determined by a Judge of the Supreme Court.

41 Employees

Any person who is a paid servant of the Club shall be employed under the Industrial Award current at that time or in accordance with an agreement between the Club and the employee, provided such agreement does not disadvantage the employee in any way.

42 Miscellaneous

- 42.1 No Member shall be entitled to take legal action against the Club (other than claim for goods sold and delivered or for services rendered) and shall conform in all respects to the decision of the Management Committee and in the case of an appeal to a General Meeting, to a decision of such meeting.
- 42.2 No Member shall carry on their business or profession on or about the Club premises and no Member shall make use of the name or facilities of the Club for the purpose of advertising privately or publicly, except where such Member is an approved Sponsor or is acting as a representative of approved Sponsor of Club activities.
- 42.3 Any Member who shall destroy, damage or lose any property belonging to the Club shall on demand pay the full cost of replacing the same as assessed by the Management Committee.
- 42.4 No Member shall place printed or written matter in or about the Club premises without prior approval by any two (2) members of the Management Committee.
- 42.5 All Members shall be entitled to inspect all records and documents of the Club by giving written notice to the Secretary of the information required and the reason for such request in accordance with clause 34.3.2. The Management reserve the right to refuse to divulge such information.

43 Honorariums

All members of the Management Committee shall serve in an honorary capacity provided that the Management Committee may grant an honorarium for services rendered to any member of the Management Committee as may be determined by a resolution of the Management Committee.

44 Alteration to Constitution

- 44.1 As soon as is practicable after the making of any proposal for a change to the Constitution of the Club, the Secretary shall provide to the Department of Commerce certified particulars of the change proposed. No effect will be given to the change without the prior approval of the Department of Commerce.
- 44.2 No repeal of any existing rule and no new rule or alteration, amendment, addition or suspension of a rule shall be valid unless a motion thereof be carried by at least a three-quarters majority of votes of the Members present and entitled to vote at Special or General Meeting of the Club held for this purpose on this occasion.
- 44.3 Clause intentionally left blank.
- 44.4 Within fourteen (14) days after the making of any amendment to the Constitution of the Club, the Management Committee shall forward to the Department of Commerce and the State Corporate Affairs Office, or its equivalent Bows WA a certified copy of the amendment.

45 Interpretation of Rules

In case of any question arising not provided for in the Constitution, By-Laws and Club Policy or as to the interpretation of the Constitution, By-Laws and Club Policy, the majority decision of the

COMET BAY BOWLING CLUB (INC).

Management Committee shall be taken and acted upon.

Certification

This Constitution was adopted at a General Meeting of financial Club Members eligible to vote and held on the 11th March 2019 and supersedes any previous Constitution.

I HEREBY CERTIFY that the foregoing to be a true and correct copy of the Constitution of the Comet Bay Bowling (Inc.)

SIGNED

POSITION Men's Captain

RECORD OF AMENDMENTS

SECTION AMENDED

2.5, 2.7, 21, 25, 25.1, 31.3, 31.7

34.1.2(c)(d), 37.1, 37.2, 37.3, 37.4,

By-law 14, 14.6

1.1, 1.3, 2.5, 2.7, 3.7, 7.1, 7.2, 7.5, 8.2, 8.4,

8.6, 10.1, 13.1, 17.2, 17.7, 25, 26.7, 28.3,

29, 31.7, 32.2, 33, 34.1.2, 34.1.3, 34.2.4

34.2.9, 35.1.1, 35.3, 36.1, 36.2.1, 36.2.2.

5 'Club year'

8.1 Subscriptions

1.1, 2.3, 2.5, 2.6, 3.4, 3.5, 7.1, 7.3, 9.1, 10, 16, 18.2.6, 24,

26.5, 29.1, 30.2, 31, 32, 33.1.1(c), 33.1.1(d), 34.3.2, 34.4.5,

34.4.6, 35.1, 35.1.1, 35.1.3, 35.2.1, 42.5, 44.1, 44.3, 44.4, 46

DATE OF AMENDMENT

14th November 1999

11th May 2003

7th May 2005

20th August 2009

20 August 2009

18th March 2019

By-Laws

1 Amendments To By-Laws, Standing Orders, And Job Descriptions

- 1.1 The By-Laws, Standing Orders and Job Descriptions may only be amended by a resolution of a General or Committee meeting and for which notice has been given in accordance with Standing Order 5.28. Any such notice of motion shall be placed by the Secretary on the notice paper for the next meeting and on the Club Notice Board. Any such resolution must be carried by seventy percent (75%) of Members present and entitled to vote.
- 1.2 New and amended By-Laws, Standing Orders and Job Descriptions shall indicate the date of enactment.

2 Meeting Times

Times and dates of Club meetings shall be as decided by the Management Committee subject to the requirements of the Constitution.

3 Minutes Of General Meetings

The Minutes of the Annual General Meeting and any Special General Meeting shall be read at the next Management Committee meeting to confirm the accuracy and for the attention to any items requiring action by the Management Committee.

4 Responsibility For Facilities

The control and responsibility of management and maintenance of the Club's recreational building facilities, bowling greens and any other sporting facility and equipment shall rest with the Management Committee.

5 Correspondence

- 5.1 All Club and Sub Committee correspondence shall be raised and sent by the Club Secretary on a Club letterhead and under the signature of the President and/or the Club Secretary.
- 5.2 Any inwards correspondence shall be received by the Secretary not less than forty eight(48) hours prior to any meeting at which it may be dealt with.

6 Job Descriptions

To amplify and clarify the duties and responsibilities of all Club positions, Job Descriptions may be provided for the guidance of elected and appointed Officers. Such Job Descriptions will be issued as an Addendum to the By - Laws and will be considered to form part of them.

7 Bar Operations

Should the CBBC obtain a liquor licence the following will apply

- 7.1 The Management Committee shall under the conditions of the Liquor Licensing Authority appoint a Bar Manager who in conjunction with the Chairperson of the Bar Committee, shall organize and conduct the Bar trading and facility.
- 7.2 No persons other than those authorized by the Bar Committee and or displayed on the Bar Roster may serve liquor or operate the Bar till.
** Only those persons authorized by the Bar Committee, including those whose names are listed on the Bar Roster, may enter the Bar area.*
- 7.3 If at any time there are less than five (5) Bar patrons, the authorised Bar person shall have the discretion and authority to close the Bar earlier than the stated trading hours.
- 7.4 The authorised Bar person operating the Bar, has the right to refuse to serve any Member and/or guest whose conduct they consider will impair or effect the proper enjoyment of the Club facilities by other Members, or who in their judgment any further consumption of alcoholic beverage may jeopardise the well being of such member and/or Guest.
- 7.5 Members shall not bring any liquor onto the Club property and/or licensed premises for consumption.
- 7.6 All liquor purchased from the Club must be consumed on the Club premises and within the area delineated as approved by the Liquor Licensing Authority.
- 7.7 Any purchase made from the Bar by a Member shall be paid for in full at the time of purchase. Cheques will only be accepted when authorised by being initialed by President, Secretary, Treasurer.

8 Bar Committee

If the CBBC obtains a liquor license the Management Committee at its first meeting following the Annual General Meeting shall appoint a Chairperson to form a Sub Committee which shall be known as the Bar Committee and shall include the Bar Manager and such other Members as may be necessary, subject to Clause 33.2.2 of the Constitution, who shall :-

- 8.1 Select and train approved persons to act as authorised Bar persons.
- 8.2 Prepare and display within the Bar area a roster of authorised Bar persons.
- 8.3 Commit Club funds to make purchases of Bar stocks to maintain a Bar service sufficient to the requirements of Club Members and guests.
- 8.4 Ensure all plant and equipment used to provide a Bar service is kept in good working order, and the surrounds within and immediately adjacent to the Bar area are cleaned regularly.
- 8.5 In conjunction with and subsequent approval by the Management Committee set the retail price of all goods sold.
- 8.6 Enter in the Book provided an accurate record of all stocks purchased and sold.
- 8.7 Prepare a Trading Statement and Report and present same to the Management Committee at its monthly meeting.
- 8.8 Complete such returns as required by the Liquor Licensing Authority and forward same under the signature of the Bar Manager to the Club Secretary.

9 Greens Committee

The Management Committee at its first meeting following the Annual General Meeting shall appoint a Chairperson to form a Sub Committee which shall be known as the Greens Committee and shall include the Club President and such other Members as may be necessary, subject to Clause 33.2.2 of the Constitution, who shall :-

- 9.1 Liaise closely with the Greens Adviser to, in as much as it may be possible, prepare Bowling Greens to a standard satisfactory to the Greens Committees of MDBL and the Members of the Club.
- 9.2 Make recommendations to the Management Committee for the purchase of such plant, equipment, fertilisers, poisons and any other items considered necessary for the upkeep of the Bowling Greens.
- 9.3 Form a working group to carry out the following :-
 - (a) Marking of rinks for Pennants and Competitions
 - (b) Shifting of the rink markers and boundary pegs
 - (c) Shifting of the score boards and seats
 - (d) Setting out the mats and jacks
 - (e) Other related tasks that may be required before and during competitions
- 9.4 Ensure the plant and equipment used in the upkeep of the Bowling Greens is maintained in good repair and working order, provided that any such repairs are carried out with the prior approval of the Greens Adviser and the Management Committee.
- 9.5 Purposely left blank
- 9.6 Maintain the surrounds of the bowling greens and establish and maintain such gardens of the Club as required by the Management Committee
- 9.7 Have the power to organise and control such workforce comprised of Club Members as may be necessary to complete any of the tasks detailed in Clause 9 of the By-Laws.
- 9.8 Hold regular meetings and prepare a report for presentation by the Chairperson to the Management Committee at its monthly meeting.
- 9.9 Carry out inspections of the Clubhouse and Machinery Shed buildings and fittings and furniture therein and make recommendations to the Management Committee for such action as may be necessary to repair and maintain same in good condition.
- 9.10 Be responsible for the general cleanliness of the Clubhouse and Machinery Shed both internally and externally, and shall liaise with all users of these facilities to assist them in this regard.
- 9.11 Make recommendations to the Management Committee on future projects that may improve the Club facility for the use of Members.
- 9.12 Meet on a regular basis and prepare a report for presentation to the Management Committee at its monthly meeting.

10 House Committee

This clause purposely left blank

11 Social and Fund Raising Committee

The Management Committee at its first meeting following the Annual General Meeting shall appoint a Chairperson to form a Sub Committee which shall be known as the Social and Fund Raising Committee and shall include such other Members as may be necessary, subject to Clause 33.2.2 of the Constitution, who shall :-

- 11.1 Prepare a programme of Social Activities for Club Members itemising time, date and style of entertainment, together with the estimated cost per Member for each proposed activity, such programme to be submitted to the Management Committee for ratification.
- 11.2 Conduct and control such activities as listed on the approved programme.
- 11.3 Be authorised to commit Club funds for the purchase of logistical requirements as may be necessary for any Club Social Activity, subject to ratification by the Management Committee.
- 11.4 Recommend and subsequently organise and conduct Fund Raising activities as authorised by the Management Committee for the purpose of raising income for the benefit of the Club.
- 11.5 Have the power to request the assistance of other Members in the organising and running of all Social and Fund Raising activities.
- 11.6 Meet at least once a month and present a written report to the Management Committee at its monthly meeting.

12 Finance and Membership Committee

The Management Committee at its first meeting following the Annual General Meeting shall form a Sub Committee which shall be known as the Finance and Membership Committee and which shall be comprised of the President, Vice President and the Treasurer one of whom shall be elected Chairperson. The Sub Committee shall:-

12.1 Finance

- 12.1.1 Compile and prepare an Annual Budget of estimated Club Income and Expenditure for approval by the Management Committee and presentation to the Members at the Annual General Meeting.
- 12.1.2 Prepare a three (3) year forecast on the anticipated expenditure of the Club for that period and the sources and amount of income necessary to fund such expenditure.
- 12.1.3 Meet at least once every three (3) months to assess the financial standing of the Club, and recommend strategies to improve the situation should it be necessary.

12.2 Membership

- 12.2.1 Recommend a level of membership necessary to sustain the economic viability of the Club.
- 12.2.2 Organise and implement such measures, subject to approval by the Management Committee, to reach and sustain the membership as recommended in Clause 12.2.1.

13 Match Committee

The Match Committee as elected under Clause 33.1.2 of the Club Constitution and with the guidance of the Club Captain, who shall act as Chairperson, will carry out the following :-

- 13.1 Arrange the seasons fixtures, other than Pennant Games and such other events as may be determined by the Management Committee, and shall, subject to ratification by the Management Committee, compile a schedule of such fixtures for distribution to Club Members before the commencement of the bowling season.
- 13.2 Conduct and control all fixtures, other than Pennant Games, and shall determine the conditions of play for events under their control, and shall charge and record such entry fees and/or green fees as required and endorsed by the Management Committee
- 13.3 Determine and organise prizes and trophies for competitions and social games and liaise with the Management Committee for sponsorship of such events.
- 13.5 Conduct the draw for all events and competitions in the Clubhouse and in the presence of at least three (3) Match Committee members. Observers may also be permitted to attend.
- 13.6 Display on the Club Notice Board the details, date of and closing date for entries of all fixtures requiring such advertising. No draw shall take place prior to the stated closing time and date. Any changes to the Fixtures Schedule shall be clearly advertised on the Club Notice Board and announced frequently when a number of playing Members are in attendance in the Clubhouse.
- 13.7 Be empowered to co-opt other Members to organise and control events should there not be any members of the Match Committee present.
- 13.8 Liaise with the Chairperson of the Greens Committee in regard to the use of greens and rinks for all events under their control.
- 13.9 Deal with complaints of alleged misconduct of Members in accordance with Clause 18.1 of the Club Constitution.

14 Selection Committee/s

The Selection Committee/s and Chairperson as elected under Clause 33.1.2 of the Club Constitution shall carry out the following:-

- 14.1 Select players for Pennant Teams and such other teams as may be determined by the Management Committee.
- 14.2 Meet with the skippers of the Pennant Teams to discuss selection, performance of players and teams, and shall consider skippers input when selecting teams
- 14.3 Place a list on the Club Notice Board for players to enter their name as being available for selection and from such list determine the number of Pennant Teams to be registered with MDBL ~~or MCLBL~~ for the ensuing season.
- 14.4 Maintain contact with all players to encourage their participation in Pennant selection rather than rely solely on the list of available players.
- 14.5 Meetings of the Selection Committees must at all times consist of not less than two (2) members one of whom shall be the Chairperson.
No one Selector may make a selection alteration without the agreement of another Selector, except under extenuating circumstances.
- 14.6 Ensure Pennant cards and returns are properly completed, and results are advised according to the requirements of MDBL.
- 14.7 Advise and instruct Team Managers in their duties and responsibilities.
- 14.8 Liaise with the Chairperson of the Greens Committee in regards to use of greens and rinks for all Pennant Games.
- 14.9 Any decision made by the Selection Committee shall be considered final and the Selection Committee, through its Chairperson shall be accountable only to the Management Committee.

15 Club Championship Competitions

A Member with dual Club membership shall only be eligible to play in Club Championship events, Pennant games and State events as a representative of the Club at which that player played their first pennant game for that pennant season

16 Care Of Greens

Players **MUST NOT** drop bowls on the greens and/or when delivering their bowls shall attempt to do so in such a manner as will obviate marking or damaging the green.

17 Practice Roll - Ups

Members are permitted a practice roll-up without charge at any time, provided the requirements of the Greens Committee are complied with and that such practice roll-up is undertaken without disturbance to other players who may at that time be engaged in an organised event and/or competition. Members availing themselves of a practice roll-up shall dress with the rules of the Match Committee of the day.

18 New Members

- 18.1 Prospective new Members may, in the company of and under the supervision of an Ordinary Member of the Club participate in a number of practice roll-ups to assess their suitability and liking for the game of Lawn Bowls.
- 18.2 New Members who desire to participate in bowling events shall be encouraged to undertake to take lessons from an approved Coach in order to improve their standard of play and therefore increase their enjoyment of the game of Lawn Bowls.
- 18.3 Before any prospective new Member may participate in an organised event of Bowls, they shall have completed an application for membership and paid the required Nomination Fee.

19 Visitors

The Club encourages attendance of visitors from other Clubs to participate in social games. Regularly attending visitors may need to be advised that an application for Club membership could be requested if the number of visits in any one year exceeds six (6), to allow the visitor to further utilise the Club facilities on an equitable basis with Club Ordinary Members.