

CLUB POLICY

INTRODUCTION

- Club policy items represent Management Committee decisions which affect the day to day administrative and management conduct of the Club affairs.
- Items may be added or deleted from Club Policy by a majority vote of the Management Committee at its meetings without Notice of Motion at the previous Management Committee meeting being required.
- A Policy item may be adopted as a By-Law in accordance with Clause 1(a) and (b) of the Club By-Laws.

1 Dress for Bowls events

- 1.1 An acceptable standard of dress is required at all times, and can be considered acceptable under a broad definition of the level of smart casual.
- 1.2 Unacceptable dress includes: Singlets, T Shirts with offensive graphics and/or words, Beach Shorts, Track Suits, Thongs, Scuffs, Ugg Boots and the like. Acceptable footwear should be worn at all times
- 1.3 Members whilst engaged in any bowling competition or event should dress in accordance with the standard set by the Match Committee of the day, provided such standards are not contrary to the rules of the Club or Bowls WA
- 1.4 Should there be a perceived breach of the Dress Standard, any two members of the Management Committee may approach the offender and discreetly point out the dress is not acceptable under the Club rules.

2 First Aid

The Club shall be responsible for maintaining a quality stocked First Aid Kit on the premises for the treatment of Members minor injuries.

3 Keys

Keys of the Club property shall be kept to a minimum and only issued to such Members as considered essential and approved by the Management Committee.

4 Cheques

Cheques made payable to the Club may be taken in payment of fees and purchases, but may not be exchanged for cash, nor will any credit be given.

5 Children (under age 12 Years) as Guests of Members

- 5.1 Must be under the control and supervision of their Parents, Guardians or persons in loco parentis at all times.
- 5.2 May not sit at the Bar and must remain outside an area immediately adjacent to the Bar area.
- 5.3 Are not authorised to use any sport or recreational equipment as prescribed for use by Club Members.
- 5.4 Shall not play in and around the toilet areas, on the Bowling Greens or in other area considered by the Management Committee to be potentially dangerous

6 Pets

Pets are not allowed on the Club premises during any Club organised activities or Licensed trading hours.

7 Notice Boards, Framed Awards, Pictures Etc.

The design, size, colour, manufacture and fixing of any type of the above shall only be as recommended and approved by the Management Committee.

8 Discrimination

Any applicant for membership or employment with the Club shall not be discriminated against on the basis of sex, race, religion, political persuasion or physical disability.

9. Membership Cards

Members should carry their Club Membership Card at all times, and which must be produced on request.

10 Correspondence

All Club inward correspondence should be addressed to Club Post Office Box number.

Standing Orders

1 Order of Business – Annual General Meetings

- 1.1 Apologies and Obituaries
- 1.2 Confirmation of Minutes of last Annual General Meeting and any Special General Meeting held since the preceding Annual General Meeting
- 1.3 Business arising there from
- 1.4 President's Report
 - ❖ Receipt
 - ❖ Adoption
- 1.5 To receive the Annual Balance Sheet, Profit and Loss Statement and accompanying accounts, Auditors Report and adoption of or otherwise
- 1.6 Presentation of next year's Budget
- 1.7 To receive Committee Reports and receipt of same or otherwise
- 1.8 To receive Ladies Section Report and Financial Statements and acknowledge same
- 1.9 To elect a Patron or Patrons
- 1.10 To elect
 - ❖ Officers of the Club
 - ❖ Committee of the Club
 - ❖ Auditor or Auditors of the Club
- 1.11 Such business as shall be brought forward of which due notice has been given
- 1.12 Recommendations to Committee of which prior notice is not required

2 Order of Business – Special General Meetings

As directed by the Chairperson

3 Order of Business – Management Committee Meetings

- 3.1 Apologies
- 3.2 Minutes of previous Management Committee meeting
 - ❖ Receipt
 - ❖ Adoption
- 3.3 Business arising from Minutes
- 3.4 Correspondence
 - ❖ Receipt of Inwards
 - ❖ Confirmation of Outwards
- 3.5 Treasurer's Report
 - ❖ Statements
 - ❖ Accounts for Payment
- 3.6 Membership
- 3.7 Sub Committee Reports
- 3.8 Business in accordance with Notices of Motion
- 3.9 General Business
- 3.10 Ordinary Members Question and Recommendation Time

4 Ordinary Members Questions and Recommendation Time

- 4.1 Immediately following the conclusion of General Business of the Management Committee's meeting agenda, thirty (30) minutes may be allocated for Ordinary Members Question and Recommendation time
- 4.2 Members are not required to give Notice of questions, but if a question can not be given an immediate answer, it may be deferred for attention at the next meeting of the Management Committee
- 4.3 Motions will not be accepted nor do attending Members have a voting right at such meetings

5 Rules of Debate applicable to all Meetings

- 5.1 The only permissible discussion on the motion for confirmation of the Minutes shall be as to the accuracy of the record. Objections on this matter must be moved, seconded and voted upon

- 5.2 Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, but if the following formal motions may be moved, received and put to the meeting:-
- 5.2.1 For permission to withdraw a motion or amendment.
 - 5.2.2 That the question be now put.
 - 5.2.3 To proceed to the next business.
 - 5.2.4 To defer consideration to a stated time (adjournment of the debate).
 - 5.2.5 To amend.
 - 5.2.6 To refer.
 - 5.2.7 To discuss the action of a Member who has been named by the Chair.
 - 5.2.8 To extend the time limit.
 - 5.2.9 That the motion or communication lies on the table.
 - 5.2.10 Motions (5.2.1) to (5.2.3) shall have precedence in the order given and there shall be no debate on motions (5.2.2) and (5.2.3).
- 5.3 Amendments to a Motion
- 5.3.1 Only one amendment shall be considered at a time.
 - 5.3.2 One person shall move one and only one amendment but may speak on all other amendments.
 - 5.3.4 A mover of an amendment has no right of reply.
 - 5.3.5 The mover of the original motion shall exercise the right of reply at the end of the debate on the first amendment, and may not move an amendment but may speak on all amendments.
 - 5.3.6 Amendments shall be taken in the order in which they effect the terms of the motion.
 - 5.3.7 No amendments shall be allowed with regard to those parts of the motion which have already been determined.
- 5.4 An amendment must be relevant to the substantive motion. It may not be a simple negation of the motion and if its effect is to negate the motion it must include a reasoned alternative course of conduct.
- 5.5 Before any motion is put to the meeting the Chair may require that it be committed to writing and handed to the Chair.
- 5.6
- (a) The Chair shall have the power to refuse the closure motion (that the question be now put).
 - (b) It shall not be possible for any person in any debate to move the closure of such debate.
 - (c) If the closure motion is carried, the mover of the original motion shall have the right of reply before the question is put.
 - (d) The Chair shall have the right to accept foreshadowed amendments whilst an amendment is before the meeting.
- 5.7
- (a) In all debates, not more than two speakers, including the mover and the seconder, shall follow successively on the same side of the question. If two speakers have spoken and there be no speaker to take the opposite view, the question shall be put forthwith.
 - (b) The Chairman shall have the right of debating on any question under discussion, but first leave the Chair and not resume until the question has been resolved.
- 5.8 Once all amendments have been dealt with, and there being no further amendments proposed, the Chair shall put the substantive motion to the vote.
- 5.9 It shall be the duty of the Chair to preserve order so that business may be conducted in due form and with propriety.
- 5.10
- (a) In the event of unruly behaviour by any Member/s, the Chairperson shall warn the offending Member/s. Should the unruly behaviour continue the Chair may call for a motion to deal with the matter.
 - (b) In the case of disorder arising, the Chair shall have the power to adjourn the meeting to a time he/she shall fix and leaving the Chair shall terminate the meeting.
- 5.11 It shall be the duty of the Chair to call to order a speaker who violates any rule of debate and the privilege of any Member to raise a point of order.
- 5.12 When more than one Member rises at the same time to speak, the Chair shall decide who shall be heard first.
- 5.13 The Chair may call the attention of a meeting to continued irrelevance or tedious repetition on

the part of a Member, and may, with the approval of the meeting direct such Member to discontinue speaking. The question of whether a Member shall discontinue speaking shall be decided without debate

- 5.14 Any Member may rise to a point of order against a speaker during debate and the speaker against whom the point is raised shall cease to speak and shall sit down. The speaker raising the point of order shall state the reason within one minute then the Chair, without further discussion, shall give a ruling and subject to such ruling, the speaker may or may not be allowed to proceed. The ruling by the Chair shall be final unless challenged by a motion of dissent.
- 5.15 A Member dissatisfied with the ruling by the Chair shall move a motion of dissent in the following terms:- "That the ruling by the Chair be dissented from". The Chairperson shall vacate the Chair and call upon a deputy to take the Chair. When the mover and the Chairperson (in that order) have stated their case, the acting Chairperson shall put the question "That the ruling of the Chair be upheld"
- 5.16 Debates on motions shall not exceed thirty minutes, and speeches as follows :-
Mover Five minutes
Other Speakers (including movers of amendments) Three minutes
Right of reply three minutes (except by express permission of the meeting as per item (5.2.8))
- 5.17 A motion of a negative character, the carrying of which would not alter the status quo, shall yield place to a relevant motion purporting to take positive action
- 5.18 When a member speaks, they may stand (unless permission to remain seated is granted by the Chair) and address the Chair and confine themselves to the question under consideration, avoiding personalities and unbecoming language.
- 5.19 A Member when speaking shall not be interrupted except by the Chair, or by a Member raising a point of order and then only for :-
 - (a) A breach of Standing Orders (Rule 5.14)
 - (b) Irrelevance or repetition (Rule 5.13)
 - (c) Impropriety (Rule 5.18)
 - (d) Exceeding the time limit (Rule 5.16).Explanations may be allowed when the Member speaking has finished, but only to explain an actual misunderstanding or mis-statement, and the member shall be prohibited from debating the merits of any proposal in the course of such explanation
- 5.20 A Member shall have the right to speak once only on any motion with the exception of the mover, who shall have the right of reply and shall not introduce any new matter.
- 5.21 A Member moving a motion or any amendment thereto, pro forma, shall be held to have spoken on the question.
- 5.22 A motion or amendment having been submitted to a meeting may not be withdrawn without the consent of the meeting.
- 5.23 All questions shall be decided on the voices or a show of hands as the Chair thinks fit, but any Member entitled to vote may demand a division or ballot. The request for a division or ballot must be made within a reasonable time of the declaration of the Chair.
- 5.24 A Member requesting information or wishing to ask a question at a meeting shall do so through the Chair.
- 5.25
 - (a) Notice in writing must be given to the Secretary of intention to move for any resolution of the Club to be rescinded. Such notice shall be given at least two (2) weeks before the meeting at which it is to be dealt with and must appear on the business paper for that meeting, and on the Club Notice Board,
 - (b) Either three (3) calendar months must have elapsed, or a three quarter (3/4) majority of those Members present and entitled to vote must be in favour of any resubmission of any business that has already been decided by the Club
- 5.26 The operation of Standing Orders relative to the "Order of Business" may be suspended for a specified time and for a specific purpose on the carrying of a motion without notice by a three quarter (3/4) majority present and entitled to vote. The "Order of Business" shall not be suspended more than twice during a meeting.
- 5.27 Provided that no speaker is on his feet and addressing the Chair, it shall be permissible for any Member entitled to vote to move or second that the meeting be adjourned to a specific time and place. Such motion may be treated as an ordinary motion except that:-
 - (a) It may interrupt the debate

- (b) The mover may not have the right of reply.
- 5.28 (a) Motions of which notice has been given shall be dealt with in the order in which they are received by the Secretary.
- (b) All notices of motion must be in writing and must be given at a meeting previous to the one at which are to be dealt with, except motions of rescission.
- 5.29 Voting by the Chair:-
The Chairperson shall be entitled to their vote as an Ordinary Member and shall be at liberty to exercise a casting vote with the proviso that such vote should be used to retain the status quo.