

# **BYLAWS**

**21 February 2018**



**MORNINGTON BOWLING CLUB INC.**

**Registered No. A0008080M**

**ABN 60025 339 902**

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**Bylaws of the  
Morningson Bowling Club Incorporated  
hereinafter referred to as the Club**

**B1 Purposes and Powers of Association**

**B2. Interpretations and Definitions**

In the Constitution and these subordinate Bylaws, unless the contrary intention is stated –

**1. Definitions**

**Financial Year** (also FY) means the year from the 1<sup>st</sup> day of April to the 31<sup>st</sup> day of March in the following year.

**Membership** means a membership approved subject to Bylaw B4.

**Life Membership** means a member approved subject to Bylaw B4.2

Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Act, the Regulations and the Interpretation of Legislation Act.

**B3. Constitution, Bylaws and Common Seal**

**1. Constitution & Bylaws.**

1. The Constitution and the Bylaws, including any copies, however made or recorded, remain the property of the Club and must not be used for any purpose except the business of the Club without the written permission of the Club.
2. The Club must review the Constitution and Bylaws at least every five years.

**B4. Membership and Register and Fees**

**1. The Board may approve membership in the categories of:-**

1. Temporary Members.
  - (a) Members of other bowls clubs present for the purposes of playing bowls.
  - (b) Members of the public present for the purposes of “barefoot” bowls.

2. Social Members. Any adult person. They are not permitted to take part in bowling on the Club's greens.
3. Junior Members. Persons over age 12 and under age 18.
4. Honorary Members. Distinguished persons of note may be invited to become Honorary Members. Their period of membership may be fixed, extended or cancelled by the Board from time to time.

**3. Only Full Members and Life Members are able to hold any office of the club.**

**4. Renewal of membership**

1. If any Member fails to pay the Annual Subscription within one (1) month of the commencement of the Financial Year in any year his/her membership shall thenceforth cease but should a sufficient explanation be made in writing to the Board it shall have the power to restore his/her name to the register upon payment of the amount due.

**5. The Board may propose other fees or levies.**

1. In addition to the Annual Subscription determined under this section all Members shall pay, at the time of payment, an amount equal to the Affiliation Fee(s) payable, by the Club, to any or all of Bowls Victoria or Bowls Australia, and the relevant local Associations.
2. Life Members are exempt from payment of fees including the Affiliation Fee.

**B5 Dispute Resolution**

No Bylaws at this time.

**B6 Discipline**

1. Any misconduct or breach of the Code of Conduct that is a minor incident will be promptly dealt with verbally by the Bowls President or in his or her absence the Chairperson of the Board. A record of such misconduct is to be kept by the Bowls President.
2. Upon receipt of a notice in writing to the Board of Management stating the grounds and circumstances of any alleged misconduct or breach of the Code of Conduct the Board of Management under Clause 12 of the Constitution has the power to appoint a Disciplinary Committee to investigate any such alleged misconduct or breach.
3. If a member has contravened the Code of Conduct, the Board of Management or the appointed Disciplinary Committee has the power to

impose such other penalty, action or educative process as outlined in the published scale of penalties that has been determined by the Board and attached to the Code of Conduct.

## **B7 Board**

### **1. Delegated Entities**

#### **1. Bowling Committee**

- (a) The Board under Clause 24 of the Constitution hereby establishes a Bowls Committee which shall be responsible to the Board for the management and conduct of Bowls activities including pennant and social bowls, respective Club championships, Association events and any other special events approved by the Board.
- (b) The Board shall determine in writing the duties and powers afforded to the Committee, and the Committee shall, in the exercise of such delegated powers and duties conform to any directions or Regulations that may be prescribed by the Board. Clause 24.
- (c) The Committee shall consist of a President and Vice President both of whom will be Board Members, a Secretary, a Treasurer, and up to (4) four additional committee members.
- (d) Other than the position of President and Vice President all other positions shall take office from the conclusion of the Annual General Meeting at which they are elected and shall hold office until the conclusion of the first Annual General Meeting following their election.
- (e) The positions of the additional committee members, one of which will be the Tournament/Match Co-ordinator, will be decided by the Bowls Committee prior to each AGM and posted on the notice board for nominations to be put forward.
- (f) The committee shall have the power to co-opt additional members to assist the co-ordinator in carrying out their responsibilities from within & outside of the committee.

#### **2. Selection Committee**

- (a) Two selection committees each comprising 3 financial members shall be elected by the members at the Annual General Meeting.
- (b) One selection committee will be responsible for the selection of the teams to represent the club in the Saturday pennant fixtures

and the other selection committee will be responsible for the selection of the teams in the midweek pennant fixtures.

- (c) The selection committees shall have power to co-opt any financial member to assist in its duties.
- (d) If a member of each Selection committee is not also an elected member of the Bowls Committee then a representative of each Selection Committee shall be invited to attend all meetings of the bowling Committee.

4. Nominations as candidates for election of the Bowls and Selection Committee

- (a) Shall be made in writing, signed by two members and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).
- (b) Shall be delivered to the Secretary of the Board not less than 7 days before the date fixed for the holding of the Annual Meeting.
- (c) If insufficient nominations are received to fill all vacancies on the Committees, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual Meeting.
- (d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (e) If the number of nominations exceeds the number of vacancies to be filled, a ballot or vote shall be held.
- (f) Any ballots shall be conducted at the Annual Meeting by two scrutineers appointed by the members at such meeting.
- (g) The method of voting shall be by crossing out the name of any member or members nominated but not desired and leaving the correct number of members to fill the vacant offices.
- (h) A vote for other than the correct number of members to fill the vacant offices shall be informal.
- (i) If two or more candidates receive an equal number of votes the Board Chairperson shall have a second or casting vote.
- (j) There shall be no restriction on any Member holding office on more than one committee.

5. For the purpose of these rules a committee vacancy will occur if the holder of a position;-

- (a) Ceases to be a member of the Club;
- (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code;
- (c) Resigns the office by notice in writing given to the Board Secretary; or
- (d) Fails to attend three consecutive Committee meetings without leave or apology delivered at or prior to the meetings.
- (e) The Board may appoint a Member to act in any vacancy before the end of a normal term

## **2. Support Functions**

1. For effective operation, the Board may appoint people in Support Roles from time to time as required subject to:
  - (a) clearly defined statements regarding duties, responsibilities and, as required, tenure; and
  - (b) review by each new Board with regard to matters including, but not limited to, time served in that role and the availability of other suitable, interested members.
2. Support persons may by invitation attend Board and/or Committee meetings but cannot exercise a vote.

Examples of Support Roles.

- A. Greens Liaison Officer
- B. Membership Officer
- C. House Officer
- D. Welfare Officer
- E. Sponsorship Officer
- F. Functions Officer
- G. Catering Officer
- H. Grounds Maintenance Officer
- I. Bowls Secretary Assistant
- J. Barefoot Bowls Co-ordinator
- K. Selectors

## **B8. Board, Committees & Support Function Responsibilities.**

### **1. Members Roles and Responsibilities**

Elected members of the Board, Bowling Committee and appointed Support Roles are to receive a copy of the respective Roles and Responsibilities for that position and sign an acknowledgement of

receipt as soon as practicable following the Annual General Meeting of their appointment. These acknowledgements are to be kept in a register by the Board Secretary.

## **B9. Board Vacancies**

No Bylaws at this time.

## **B10. General Meetings**

### **1. Use of technology**

Any costs involved in the use or provision of technology will be borne by the member/members requesting such service.

## **B11. Board Meetings**

### **1. Invited Members**

Invited members, who are not Board members, must leave the Board Meeting when requested by the Board and that request, with reasons, must be recorded in the Minutes.

## **B12 Finance**

No bylaws at this time.

## **B13. Notices**

No bylaws at this time.

## **B14. Affiliations**

No bylaws at this time.

## **B15 Liquor Licence**

### **1. Club Licensee**

The Board will recommend an appropriate member to be the Club Licensee.

### **2. Register of guests**

Where a guest in the company of a Member is admitted to any part of the licensed premises, the Secretary shall keep on the Club premises a register of such a guest and such register must contain the name and address of each guest; and date on which each guest attended the premises.



### **3. Bar Procedures and Protocols**

1. No Member without a Responsible Service of Alcohol Certificate (RSA) is permitted to serve or serve themselves. A non RSA holder may assist with other working duties within the bar area.
2. If there is a function booked after a bowling day, the Bar will close at 6.15 pm and members are expected to vacate the Club Rooms by 6.30 pm.

### **4. Barefoot Bowls/Group Bookings**

1. The organiser will pre-book and upon payment (at least 5 days prior to the date of the event), provide a comprehensive list of all attendees that details their names, addresses and signatures. Upon receipt of this payment and list of attendees bowling rinks will be allocated.
2. Single entries will sign the Register as a Temporary Member in accordance with Clause 7.2 of the Constitution and Clause B4.1.1 herein.

### **5. Functions**

The organiser will sign the Club's approved Contract on behalf of the specific group to cover their membership to the Club for that day for liquor licensing purposes.

## **B16. Custody and Inspection of Books, Documents or other Records**

Committee Secretaries shall keep minutes of the resolutions and proceedings of any formal meetings in books provided for that purpose, together with a record of the names of persons present at those meetings.

## **B17 Dissolutions**

No bylaws at this time.

## **B18 Custody of Club Property**

No bylaws at this time.