

Melville Bowling Club Inc.

(Founded 1957)

By-Laws

Updated 25/9/2023

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1. GOVERNING STRUCTURE

The Melville Bowling Club, colloquially known as the *Melville Bowling and Recreation Club*, and referred to hereafter in these By-Laws as the Club, shall have an Management Committee that consists of President, Vice President, Treasurer, Secretary, and Chairpersons of Bar, House, Greens & Grounds,, Club Functions, Website and Public Relations Sub-Committees.

2. CLUB YEAR

The Financial year of the Club shall commence on the first day of January each year. The Membership year of the Club shall commence on the first day of May each year.

3. AFFILIATION OF THE CLUB

The Club shall be affiliated with Bowls WA.

All members shall recognise and accept the Bowls WA Constitution and By-laws. All games of bowls shall be played according to Bowls Australia Council's Constitution and By-laws and Laws of the Game of Bowls.

4. CLUB COLOURS

(a) The colours of the Club shall be purple, teal, orange and white.

(b) The approved Club Uniform is to be the "CARINYA CARE SERVICES" branded top, to be worn with WHITE trousers, shorts, or skirts together with WHITE hat or approved Club hat and must be worn at any event where members represent the Melville Bowling Club at home or away.

5. THE MANAGEMENT COMMITTEE

Each member of the Management Committee shall carry out the duties of the position in accordance with the Constitution and By-Laws subject to the direction of the Management Committee, which can make a decision on any situation which arises that is not covered by these By-Laws.

The roles of the Executive positions on the The Management Committee (President, Vicepresident, Secretary and Treasurer) are listed in the Club Constitution under Rules 15-18.

The other Management Committee members (Chairpersons of Bar, House, Greens & Grounds, Club Functions, Website and Public Relations, and the Directors of Men's Bowls and Women's Bowls) shall co-ordinate and control their respective Sub-Committees as deemed necessary by them to fulfil their duties and shall report in writing at each monthly meeting of the Management Committee on their areas of responsibility. The Management Committee shall approve all Sub-Committee members.

6. THE WOMEN'S BOWLS SUB-COMMITTEE

(a) The Women's Bowls Sub-Committee, managed by the Director of Women's Bowls, shall be responsible for management and running of bowls for fe male members of the Club.

(b) Procedures for Annual Elections of Women's sub-committees

(i) **Once the date of the Club AGM has been decided, Women's Bowls must set a date for their annual meeting and elections, which must be held prior to the Club AGM.**

(ii) Except for the Director of Women's Bowls elected in the Management Committee Elections under Constitution Rules 20(a) and (b), the following positions on this SubCommittee will be elected for a term of one year:

1. Ordinary Sub-Committee members (3)
2. Selectors Panel (3)
3. Match Panel (3)

The Director of Women's Bowls may appoint additional positions if required.

(iii) **Call for nominations.** Not less than fifty (50) days prior to the date set for the Women's annual meeting, the Secretary shall post or email a notice to all FEMALE Full and Life Members, calling for nominations for the Sub-Committee election positions as in By-law Rule 6(b)(ii) above. The notice shall state the date for close of nominations which shall be be not less than twenty-eight (28) days prior to the date set for the Women's annual meeting. The notice will be placed on the notice board together with nomination forms. Nominations must be signed by the nominee, the proposer and the seconder, all of which must be *financial* FEMALE Full or Life members.

(iv) **Ballot Procedure**

A secret ballot will be held after the Returning Officer scrutinises nominations, except if valid nominations don't exceed the election positions required. Ballot procedures shall

follow those stated in the Club Constitution Rule 20 (f) for Management Committee Elections.

(v) **Returning Officer** The Club Returning Officer appointed by the Management Committee shall scrutinise nominations and conduct any ballot required for Women's positions as stated in rule (b)(i) above

(vi) At the Women's annual meeting, Immediately prior to the commencement, the Returning Officer shall hand the ballot results to the Women's Director, who shall announce the results to the members present. Candidates nominated shall be declared elected where:

1. Only one nomination is received for any individual vacancy.
2. Nominations shall be called from the floor if there are insufficient nominations to fill the number of vacancies, and if necessary a secret ballot shall be held.

(c) The Women's *Match Panel* shall control Women's club competitions and together with the Men's Match Panel draw up a program of events for the Club for presentation to the Management Committee for ratification to be included in the club's blue book.

(d) The Women's *Selection Panel* shall have the following duties and responsibilities:

(i) Select all Women's pennant teams and players for special or invitation events run under the auspices of Bowls WA.

(ii) Appoint side or team managers for all team games, and duty roster for home games.

(iii) Allocate and notify umpires for all home games.

(e) Shall be responsible for new Female member enquiries, referrals and leads generated from membership promotions directed to the local community. Welcome new bowling members helping them to assimilate into the Club, joining in Club activities. To refer prospective Social member enquiries to Administration.

7. THE MEN'S BOWLS SUB-COMMITTEE

(a) The Men's Bowls Sub-Committee, managed by the Director of Men's Bowls, shall be responsible for management and running of bowls for male members of the Club.

(b) Procedures for Annual Elections of Mens sub-committees

(i) **Once the date of the Club AGM has been decided, Mens Bowls must set a date for their annual meeting and elections, which must be held prior to the Club AGM.**

(ii) Except for the Director of Men's Bowls elected in the Management Committee Elections under Constitution Rules 20(a) and (b), the following positions on this SubCommittee will be elected for a term of one year:

1. Ordinary Sub-Committee members (3)
2. Selectors Panel (3)
3. Match Panel (3)

The Director of Men's Bowls may appoint additional positions if required.

(iii) **Call for nominations.** Not less than fifty (50) days prior to the date set for the Mens annual meeting, the Secretary shall post or email a notice to all MALE Full and Life Members, calling for nominations for the Sub-Committee election positions as in By-law Rule 7(b)(ii) above. The notice shall state the date for close of nominations which shall be not less than twenty-eight (28) days prior to the date set for the Mens annual meeting.

The notice will be placed on the notice board together with nomination forms.

Nominations must be signed by the nominee, the proposer and the seconder, all of which must be *financial* MALE Full or Life members.

(iv) Ballot Procedure

A secret ballot will be held after the Returning Officer scrutinises nominations, except if valid nominations don't exceed the election positions required. Ballot procedures shall follow those stated in the Club Constitution Rule 20 (f) for Management Committee Elections.

(v) **Returning Officer** The Club Returning Officer appointed by the Management Committee shall scrutinise nominations and conduct any ballot required for Men's positions as stated in rule (b)(i) above

(vi) At the Mens annual meeting, Immediately prior to the commencement, the Returning Officer shall hand the ballot results to the Mens Director, who shall announce the results to the members present. Candidates nominated shall be declared elected where:

1. Only one nomination is received for any individual vacancy.
2. Nominations shall be called from the floor if there are insufficient nominations to fill the number of vacancies, and if necessary a secret ballot shall be held.

(c) The Men's *Match Panel* shall control Men's club competitions and together with the Women's Match Panel draw up a program of events for the Club for presentation to the Management Committee for ratification to be included in the club's blue book.

(d) The Men's *Selection Panel* shall have the following duties and responsibilities: (i) Select all Men's pennant teams and players for special or invitation events run under the auspices of Bowls WA.

(ii) Appoint side or team managers for all team games, and duty roster for home games.

(iii) Allocate and notify umpires for all home games.

(e) Shall be responsible for new Male member enquiries, referrals and leads generated from membership promotions directed to the local community. Welcome new bowling members helping them to assimilate into the Club, joining in Club activities. To refer prospective Social member enquiries to Administration.

8. THE BAR SUB-COMMITTEE

It shall be managed by the Chairperson of Bar, who shall appoint Sub-Committee members as required. This Sub-Committee shall be responsible for:

- (a) Control of the bar and compliance with the provisions of the Liquor Licensing Act.
- (b) Co-ordinating staffing levels and arranging volunteer support in providing a satisfactory level of service to Club members.
- (c) Managing to maintain optimum levels of service and financial returns.

9. THE GREENS AND GROUNDS SUB-COMMITTEE

It shall be managed by the Chairperson of Greens and Grounds, who shall appoint Sub-Committee members as required. This Sub-Committee shall be responsible for:

- (a) The supervision of the activities of the Green keeper to ensure that the greens are maintained in accordance with Bowls WA standards.
- (b) The closure of any portion of the grounds at any time in consultation with the Green keeper by posting a notice to that effect on the Club notice board or by placing an indicating notice on the portion so closed.
- (c) The management and care and maintenance of the grounds and gardens.
- (d) The management and care and maintenance of all umpiring and playing equipment.

10. THE HOUSE SUB-COMMITTEE

It shall be managed by the Chairperson of House, who shall appoint Sub-Committee members as required. This Sub-Committee shall be responsible for:

- (a) Management, care and maintenance of the clubhouse internally and externally including arranging and supervising volunteer working bees as required.
- (b) Organise the cleaning of the Clubhouse, internally and externally including indoor and outdoor furniture, North and South verandas, including the BBQ area and all windows forming part of the building, hiring professional cleaners where appropriate.
- (c) Ensure all internal and external services are maintained in a proper working order including the hiring of skilled trades persons where necessary.

11. THE WEBSITE SUB-COMMITTEE

It shall be managed by the Chairperson of Website, who shall be responsible for and may appoint Sub-Committee members as required.

- (a) Managing the website, preparing of posts, assimilating material received from various sources, including members of the Management Committee
- (b) Communicating with and advising the Website Administrator of new material to be placed on the website and removal of outdated items.
- (c) Liaising and sharing newsy items, promotional and other relevant information with the Public Relations Sub-Committee and other event coordinators
- (d) To portray the Club in a positive manner

12. THE PUBLIC RELATIONS SUB-COMMITTEE

(a) The Public Relations Sub-Committee shall be managed by the Chairperson of Public Relations, who shall appoint Sub-Committee members as required. This Sub-Committee shall be responsible for:

- (i) The promotion of the activities of the Club through local media, and the responsibility for the production of a Club Newsletter for Members at least quarterly.
- (ii) The arrangement of sponsorship for the various activities of the club.
- (iii) Marketing, Social Media & Sales Promotion.
- (iv) Liaising and sharing newsy, promotional and other relevant information with the Website Sub-Committee and event coordinators.

(b) Definition of Public Relations applicable to MBC

Public Relations is using a set of techniques, strategies and tools relating to how information is delivered to the Clubs public, both external and internal, ie, local community, venue hirers, members and sponsors.

Developing, maintaining and presenting the Clubs image/brand in a positive light.

(c) The Club has only three products to sell, Membership, Sponsorship and Venue hire, also it needs to encourage local community members and businesses to engage with the Club.

13. THE MEMBERSHIP SUB-COMMITTEE

The Membership Sub-Committee shall be shared between Women's and Men's Committees (Refer to Clause 6 and & above)

(a) Promoting and encouraging membership of our Club in the wider community. (b) The reception and introduction of new members and ensure that they become familiar with General Club operation as soon as possible.

14. THE CLUB FUNCTIONS SUB-COMMITTEE

It shall be managed by the Chairperson of Club Functions who shall appoint SubCommittee members as required. This Sub-Committee shall be responsible for:

- (a) Planning and scheduling a calendar of social events and entertainment for members.
- (b) Organising volunteers to help with running events

15. LIMITATION ON NON MEMBERS

Non-members may attend the Club as a guest of a member on a maximum of four occasions before being required to apply for membership of the Club in order to attend again. Members are required to sign in their guests in the Club's Guest Book

16. CODE OF CONDUCT

The Melville Bowling Club Inc. operates primarily through the services of volunteers for the benefit of its members. All members of the Club have an individual and collective responsibility to contribute in a positive way to the operations of their Club.

The Clubs' Code of Conduct applies equally to members, their guests, and visitors including players from other clubs visiting the Club for sporting competitions.

(a) Dealing with Complaints, Misconduct & Disputes (i) Definitions:

Complaint - a statement that something is unsatisfactory or unacceptable

Misconduct - unacceptable or improper behaviour

Dispute - a disagreement or argument

(ii) Reporting:

Details of Complaints, Reports of Misconduct and or Disputes shall be submitted in writing to the Management Committee.

(iii) The vice president will initially respond to any matters reported and if necessary, investigate to gather more information, and (if appropriate), encourage the parties to get together to work to resolve the issues. If no resolution is reached, the matter must be referred to the Management to be dealt with under PART F of the Constitution.

(iv) The Management Committee shall have the power to warn, reprimand, suspend or expel any member who fails to observe any requirement of the Constitution, By-Laws or the Management Committee.

(b) Guests

Members may have up to 5 guests at the club at any time. The member is responsible for their guest's proper conduct on club premises.

(c) Dress Code

Members and their guests shall be clean and neatly dressed at all times in the clubrooms: no bare feet, no singlets, no hats on inside.

(d) Smoking and Alcohol

Smoking, in any form, is prohibited within the clubhouse

Outside the clubhouse, smoking is allowed only in designated signed areas.

Smokers must dispose of butts correctly into the ashtrays provided.

Members, family and guests will respect the rights of other patrons who are smoking in the designated areas for smoking.

The consumption of alcohol is not permitted, at any time, on the Greens.

Alcohol acquired from an external source is prohibited within the clubhouse and grounds.

The Management Committee will act in terms of the Constitution and By-Laws of the Club upon notification of a reported breach of this Code in terms of rule 31 of the Constitution. Such action may, but not necessarily include, suspension or withdrawal of membership or for more serious breaches, referral to the police.

(e) On the Green

Players must demonstrate always respect towards their team mates, opponents and officials. They must play the game within the Laws of the game, and in accordance with the Conditions of Play as directed by the controlling body, to the highest degree of sportsmanship and honesty.

Members, visitors and guests will not engage in offensive or abusive language, show dissent, or conduct themselves contrary to the Club's aims and objectives, or commit acts which would bring themselves, the game of bowls, or the Club into disrepute. Spectators will not give advice, coach or conduct themselves in a manner which causes a distraction to the players.

(f) Within the Clubhouse and Licences Areas

Members, visitors and guests are encouraged to enjoy the hospitality of the club without fear of acts of racial vilification, verbal, sexual or physical abuse.

Members, family and guests will ensure that the comfort of other patrons is not disturbed through unruly or excessively loud behaviour.

Members, family and guests will respect the rights of other patrons and will conduct themselves in a manner that will not cause offence, abuse or interfere with other patron's rights.

Abusive or offensive language is not permitted within the clubhouse or its surrounds.

Patrons, when consuming alcohol, will do so responsibly and within licensed areas only.

They will also accept any instruction from either the Duty Manager or a registered Responsible Server of Alcohol, to amend their behaviour or the service of alcohol to them may be discontinued without further notice and without complaint from the patron.

17. CHILDREN (PERSONS LESS THAN 18 YEARS OLD)

Parents, guardians or adult members bringing children into the Club premises will be held directly responsible for their behaviour, and may be directed to leave the premises by a member of the Management Committee or the Bar Manager or Authorised Manager if any child is contravening Club rules. Children must at all times:

- (a) Be under the control of a parent, guardian or responsible adult member of the Club and must conduct themselves in a manner so as not to interfere with the proper functioning of the Club or the quiet enjoyment of the Club by other members and their guests.
- (b) Be kept away from the bar area and only enter areas of the premises as allowed in the provisions of the Liquor Act.
- (c) Refrain from entry onto the greens unless under instruction by a member of the Club.

18. SALE OF LIQUOR

- (a) Bar Trading Hours. will be determined by the Management Committee within the provisions of the Liquor Act and will displayed in the Club premises.

- (b) Liquor shall not be purchased and stored by members or guests for consumption outside the times when the bar is open for trading
- (c) Any member or guest who is visibly affected by the consumption of alcohol may be refused service and may be asked to leave the clubhouse
- (d) No alcohol or soft drinks are to be brought onto the Club premises or surrounds by any member or guest.

19. OCCUPATIONAL HEALTH AND SAFETY

The club and its members must at all times do everything possible to ensure the safety of all members, guests and staff and to comply with the occupational health and safety regulations.

20. AMENDMENTS TO BY-LAWS

All motions and amendments to motions to vary the By-Laws shall be debated and determined by the Management Committee.

Any repeal or amendment of or addition to these By-Laws shall be notified to members by notice on The Club Notice Board.

21. GREEN FEES

Green fees are to apply to all bowlers where they are selected or placed into teams, whether Club, Social, formal or informal organised events or games.

