

BY LAWS
THURINGOWA CITY BOWLS CLUB INC.

COLOUR CODING OF THIS DOCUMENT:

- **GREEN** refers to **MANAGEMENT COMMITTEE**
 - **BLACK** refers to both **MENS AND LADIES SECTIONS**
 - **PINK** refers to **LADIES SECTION**
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Thuringowa City Bowls Club Incorporated

BY-LAWS

INTRODUCTION

The Club Constitution provides that “the Management Committee and Men’s and Ladies Sections may make Regulations/Bylaws and alter, amend or rescind the same as occasions may require, and enforce penalties for their breach. Such Regulations/Bylaws shall have the same force and effect as this Constitution, but shall not in any way oppose or be in conflict with this Constitution.” Matters contained in Bylaws directly concerning the activities managed by the Men’s and Ladies Sections shall be determined by the appropriate Section at a general meeting.

By-laws shall be established –

- a) To assist with the proper and diligent business and administration of the Club, and
- b) To assist with the clarification of and /or the provision of procedures for the management and administrative arrangements required for the Club about which the constitution is otherwise silent.

The procedures for making a by-law shall be as follows-

- (i) The Management Committee on its own initiative or from representation from a Member or number of Members, or the Men’s or Ladies Sections at a general meeting shall decide to make, amend and/or repeal one or more by-laws;
- (ii) Each proposed by-law proposed by the Management Committee or the Sections shall be posted on the Notice Board for fourteen (14) days for comment by members to be made in writing to the Club Secretary before the Management Committee or Sections resolves any change to the by-law; and
- (iii) The Management Committee or Sections shall decide upon each new by-law and shall post each new by-law on the Notice Board in a conspicuous position for at least twenty-eight (28) days.

The Club Secretary shall maintain a register of current by-laws.

The Management Committee and Sections shall exercise their responsibility to provide for by-laws with the same skill and diligence as that required for the maintenance of a competent and up to date constitution.

PART A – THE CLUB

1. **CLUB COLOURS** – the colours of the Club are Black, White and Gold.
2. **CLUB LOGO** – THE Club logo shall be depicted as an Australian magpie and shall be utilized on such documents and apparel as the Club shall determine.
3. **RULES** – Rules as set out herein apply to the Club in general and to both Sections.
4. **RECIPROCAL CLUBS**

The clubs with which the Club has Formal Reciprocal Arrangements are –

- Each licensed club affiliated with Bowls Queensland
- Reciprocal clubs as approved by the Management Committee from time to time.

PART B – THE MEMBERS

5. **DRESS STANDARDS** - All members and visitors shall be properly attired in at least good, clean, neat casual wear. Footwear must be of the appropriate standard and worn at all times.
6. **SCOPE OF MEMBER PRIVILEGES AND RESPONSIBILITIES.**

Each member of each class of membership shall be afforded equal opportunities within the Club to contribute to its development and to enjoy the results of this development.

a) Ordinary and life Members.

All ordinary and Life Members shall be equally afforded all the privileges offered by the Club in return for which all such members shall accept full responsibility for the Club.

b) Junior Members.

Junior Members means a person under the age of eighteen (18) years who shall be equally afforded all the privileges as permitted by the Constitution and the various acts as well as the opportunity to participate in the Game of Bowls within the Club for the same extent as that offered to Ordinary and Life Members.

Junior Members shall subscribe to and comply with all the responsibilities of membership as those applying to Ordinary and Life Members but cannot participate in any way in the business of management of the Club.

c) Honorary Members.

All Honorary Members shall be equally afforded the privileges offered by the Club to Ordinary and Life members. Honorary Members may be invited to participate in selected social bowling activities.

All Honorary Members shall comply with all the responsibilities of membership as those applying to Ordinary and Life Members but cannot participate in any way in the business or management of the Club.

7. RELATIVITY OF SUBSCRIPTIONS BETWEEN CLASSES OF MEMBERSHIP.

The Management Committee shall at least annually review and establish the fees and charges associated with the membership of the Club in accordance with the Constitution.

- a) **Ordinary Members.** – Ordinary members shall pay the full Club subscription plus applicable Association affiliation fees, which may be incorporated with the Club Subscription.
- b) **Junior Members** – Junior Members shall pay a subscription of 50% of the full Club annual subscription plus applicable Association affiliation fees.
- c) **Life Members-** Life members shall not pay the club subscription nor affiliation fees.
- d) **Foundation Members** – Foundation Members shall pay the annual Club subscription less a discount of \$10 plus applicable Association affiliation fees.
- e) **Honorary Members-** Honorary Members shall not pay a subscription.

8. PRO RATA OF SUBSCRIPTIONS

The payment of subscriptions for new members is pro rata as follows –

July – December	100%
January- March	75%
April- May	50%
June	25%

9. QUALIFICATION FOR VISITORS.

The basic qualification for a person to be admitted as a visitor to the Club as a bowler is that the person must be an Affiliated Member of World Bowls and maintains proper standards of dress, behavior and decorum.

PART C – GOVERNMENT OF CLUB

10. ELECTION OF MANAGEMENT COMMITTEE AND SECTION OFFICERS AT RESPECTIVE ANNUAL GENERAL MEETINGS:

- a) **Returning Officer and Poll Officials-** The Management Committee and respective Section Councils shall each appoint a member, who does not hold a current elective position or is a candidate, at the respective Annual General Meetings as Returning Officer.

He/she will liaise with the Club Secretary or respective Council Secretaries, to oversee and conduct elections. Jointly they will supervise the preparation and safe custody of all papers, instruments, materials and equipment for the election.

On polling day, he/she will assume sole authority to conduct the ballot, and will be responsible to the members for its undertaking and conclusion. He/she will have the power of veto if unconstitutional or improper conduct practices are observed or brought to his/her attention.

Three or more members will be appointed as polling officials to collect, count and reconcile ballot papers under the supervision of the Returning Officer.

At least two members will be appointed as issuing officials to register voters and issue Ballot papers.

- b) **Nominations** - Any Ordinary or Life Member who is not encumbered by the Constitution may stand for office. Each candidate will submit their candidature on the official nomination form, proposed and seconded by two Ordinary or Life Members. Nominations will close twenty-one (21) days prior to the Annual General Meeting and will be displayed on the notice board for a period of fourteen (14) days prior to the meeting.

11. CONDUCT OF THE ELECTION.

In the event that there are more nominations than vacancies for the Management Committee or the respective Section Councils, a ballot shall be conducted. Voting will be secret, and candidates will be listed on the ballot paper by position nominated and if more than one nomination in alphabetical order. All eligible voters will register before voting. Upon the declaration of the poll, if there is no dispute or appeal the papers will be destroyed upon the submission of a motion to the members to this effect.

12. DUTIES OF CLUB OFFICE BEARERS.

Club President - The Club President shall preside at all meetings of the Club and Management Committee. He/she shall attend to carrying out of the decisions of the Club or Management Committee and generally see that members are properly accommodated and the Rules of the Club are adhered to.

Deputy Club President - Shall assist the Club President, and ensure that all duties allotted to him/her by the Management Committee are properly carried out. In the absence of the Club President, the Deputy Club President will carry out the duties normally performed by the Club President.

Club Secretary- The Club Secretary shall conduct the affairs of the Management Committee under the direction of the Club President. He/she shall be responsible for the general administration of the Club, the compilation and accuracy of minutes of all meetings and the handling and presentation of all correspondence to the meetings. Should the Club Secretary be absent or ill or neglect or refuse to do anything required under the Rules of the Management Committee, the Management Committee shall have power to appoint any other member in his/her stead.

Club Treasurer- The Club Treasurer shall undertake the duties and responsibilities as listed in the Constitution and these by-laws. He/she shall ensure that financial and legal obligations are fulfilled and liaise with the Club Secretary in the preparation of budgets and financial plans. He/she shall present the completed financial reports to the Management Committee and Club general meetings. He/she shall ensure reports are completed for financial and statutory authorities.

Bowls Coordinator -. The Bowls Coordinator will liaise with the Greenkeeper to ensure that the greens are kept in good playing order. In conjunction with the Greenkeeper the Bowls Coordinator will determine whether greens are suitable for play in the case of bad weather, or if the Bowls Coordinator is not available, the Club President will make such decision. In the absence of both the Bowls Coordinator and the Club President the decision on whether play will be cancelled will be made by another member of the Management Committee after consultation with the Match Committee on the day. The Bowls Coordinator will also be responsible for

- The preparation and maintenance of the Annual Calendar detailing events and use of the premises,
- The promotion of bowls plays and
- Assisting with the coordination of events by the Men's and Ladies Sections including requirements for catering for events, as required from time to time.

13. AUTHORITY LIMITS FOR SPENDING FUNDS.

The following limits apply to the spending of funds-

a) The Club in General Meeting.

Unlimited, subject to proper feasibility studies determined by financial viability and finance available either held in Club accounts or through a financial institution whose borrowings are approved by the Government of the Commonwealth of Australia or the Government of Queensland.

b) The Management Committee.

The authority of the Management Committee is limited to any item or work not previously approved by the Club at a General Meeting for which the cost does not exceed twenty-five thousand dollars (\$25,000) for the whole item or unit of work.

c) Club Executive.

Club Executive authority is limited to a total of \$5,000 between Management Committee meetings.

14. SUB COMMITTEES OF THE MANAGEMENT COMMITTEE.

Sub Committees shall only have an authority to spend funds if such an authority is included in the brief established by the Management Committee.

15. REIMBURSEMENT OF EXPENSES

Any person who undertakes an authorized activity for and/or on behalf of the Club and who incurs any expense in association with that activity shall have fair and reasonable reimbursement of that expense without provision of any payment by way of commission or profit.

PART D - BOWLS SECTIONAL COUNCILS – FOR ADMINISTRATION OF BOWLS

- 16.** A Ladies Section Council and a Men's Section Council will be responsible to the Management Committee for the administration of Bowls and to act on its behalf. Each Section Council will be elected in accordance with the Constitution Clause 21.

Duties and Supervisory Responsibilities;

- (i) Each Section is wholly and solely responsible for the conduct of games, matches, events and competitions of the Game of Bowls within, for and on behalf of the Club in respect of the separate activities associated with games for ladies and men.
- (ii) Each Section shall co-operate and act in unison on all matters associated with the corporate development, promotion, marketing, development and maintenance of standards, coaching and umpiring of the Game of Bowls and other associated activities within, for and on behalf of the Club.
- (iii) Each Section shall act on behalf of the Club in respect to matters associated with the Club's affiliation with the respective Ladies and Men's Bowls Associations and elect delegates to such bodies at their Section Annual general meetings.
- (iv) Each Section has the authority to form sub-committees, which will adhere to committee rules as stated in the Constitution (the Section Council substituting for the Management Committee). Minutes will be incorporated in the Minutes of the section meeting following the sub-committee's meeting, for ratification.
- (v) Subject to the absolute control and supervision of the Management Committee, each Section under the Constitution shall manage its own affairs but shall make monthly reports to the Management Committee (or otherwise as may be required). The minutes and records of the Section shall be produced when required by the Management Committee and available for regular inspection.

PART F - LADIES SECTION SPECIFIC BY LAWS

49. THE COUNCIL

The management and business of the Ladies Section shall be vested in the Council comprising of:

- ❖ The President
- ❖ Vice Presidents
- ❖ Bowls Secretary
- ❖ Games Director
- ❖ Councillors
- ❖ Selectors
- ❖ NQDLBA and TLBBC Delegate
- ❖ A Patron

All officers shall be honorary and elective, save as hereunder provided. Every financial Ordinary and Life Member of the Ladies Section with the exception of paid employees shall be eligible to hold any office.

50. DUTIES OF THE LADIES SECTION OFFICE BEARERS

(a) THE PRESIDENT:
SHALL:

- ❖ Attend to the carrying out of the decisions of the Management Committee and Council and generally see that the members are properly accommodated and that the Constitution of the incorporated Club are adhered to;
- ❖ Be ex-officio member of all committees;
- ❖ Overall and generally be responsible for and carry out duties expected of a person holding such position.

(b) VICE PRESIDENTS:
SHALL:

- ❖ Assist the President in seeing that all matters requiring attention is properly carried out. In the absence of the President, a Vice President shall carry out duties normally allocated to the President.

(c) THE BOWLS SECRETARY
SHALL -

- ❖ Issue all notices and keep minutes of meetings.
- ❖ Attend to registration of members
- ❖ Receive and despatch correspondence and submit such reports as may be required.
- ❖ Deal with all inward correspondence on bowling matters.
- ❖ Display notices on the Club Notice Board

- ❖ Supply such information, details and statements as may be required by the Incorporated Club Management Committee from time to time
- ❖ Otherwise carry out all proper duties and instructions which the President or Council shall direct, or refer them to a Sub Committee for action,
- ❖ Collect nomination fees for association events and lodge nominations by the due date

(d) THE GAMES DIRECTOR

SHALL: -

- ❖ Appoint sufficient number of members so that not less than two members are available on all competition days to organise matches on those days.
- ❖ Be responsible for the collection of fees applicable to any games being played.
- ❖ Arrange for an umpire for the day for games under her control.
- ❖ Be a member of the Special Events Committee, (if applicable)
- ❖ Appoint markers for association or carnival singles games.
- ❖ Give priority on allocation of rinks for championship play
- ❖ Be responsible to the Council for the conduct of all Club Championships.
- ❖ If she so desires, appoint a sub committee to assist.
- ❖ Abide by the rules of procedure set out for Club Championships.
- ❖ Appoint markers for all singles games under her control.

51. DISTRICT ASSOCIATION COUNCILLORS

The Section Annual General Meeting shall elect one delegate to represent the Ladies Section at the North Queensland District Ladies Bowling Association and a second delegate to the Townsville Ladies Bowling Board of Control Meetings. Each person will attend the Meetings of the NQDLBA or TLBBC and vote as instructed by the Ladies Section and submit a report at the following monthly meeting of the Council.

52. MEETINGS OF THE COUNCIL

The Council shall meet at least every calendar month to exercise its functions of which at least seven (7) days notice shall be given

53. REGULAR SUB-COMMITTEES AND THEIR FUNCTION

- ❖ The President shall be ex-officio a member of all sub-committees including the Selection Sub-Committee
- ❖ The Council may appoint Sub-Committees for any purpose whatsoever.
- ❖ The Chairwoman of each Sub-Committee shall present a report to each regular monthly meeting of the Council.
- ❖ All Sub-Committees shall meet regularly to deal with matters within the scope of that sub-Committee's designed functions.
- ❖ The Chairwoman of each Sub-Committee shall advise the President and Secretary of the date and time of any proposed meeting. The President and Secretary shall be notified immediately of all suggestions or decisions reached by the Sub Committee. All decisions and suggestions shall be submitted to the Council as recommendations for approval unless the Council has granted prior permissions to act.

54. SPECIAL EVENTS SUB-COMMITTEE

- ❖ The Council may appoint a Chairwoman and a Sub-Committee to organise and conduct special bowls events as promoted from time to time by the Club
- ❖ The Sub-Committee will liaise with the Management Committee regarding the Management Committee's approval for the conduct of any special event.

55. SELECTION SUB-COMMITTEE

The Selection Sub-Committee
SHALL;

- ❖ Select teams for social play
- ❖ Select teams and sides for official club representation.
- ❖ Grade and/or handicap players for all Club Competitions for which grading and/or handicapping is/are required.

The Chairwoman or Committee in consultation with the President shall arrange to:

- ❖ Appoint a Captain for each Pennant side
- ❖ Prepare the cards of each Pennant side
- ❖ When directed by the Council, select individuals, teams or sides for any representative games.
- ❖ Organize travel and green fees payments for side Captains when playing away games, if applicable.

56. PENNANT SIDE CAPTAINS

SHALL:

- ❖ Check with the team captains the presence of all players prior to Pennant Games.
- ❖ Pay car driver's allowances (if applicable) and green fees to Clubs visited during Pennant Play.
- ❖ Assist in the completion of official result slips at the end of play.
- ❖ Check that a master scoreboard is kept up to date as required by the NQDLBA rule.
- ❖ At the end of the day's competition return a copy of the result slip to the Chairwoman of Selectors.

57. CONDUCT OF CLUB CHAMPIONSHIPS AND COMPETITIONS

Unless otherwise determined by the Council –

- ❖ Club Championship shall consist annually of:

1. Club Championship Singles
2. "B" Grade Singles
3. Club Championship Pairs
4. "B" Grade Pairs
5. Club Championship Triples
6. Club Championship Fours
7. Mixed "Fours"
8. Mixed "Pairs"
9. Mixed "Triples"

in addition to any other competitions which may be decided by the Council.

- ❖ Nominations for Club Championships, accompanied by the respective nomination fees, shall be in the hands of the Games Director not later than the closing date decided on by the Games Director.
- ❖ The Games Director shall make all drawings for Championships in the presence of not less than three members of the Club, each of whom shall attest the drawings by signing each before it is placed on the Notice Board.
- ❖ The Games Director shall commence the competitions as soon as practicable after the draw is completed.
- ❖ The Games Director shall call the games to be played, giving at least seven (7) days notice thereof by placing the names on the Notice Board and if possible, by notice in the press during the week preceding the date of play and/or by public announcement and/or verbal notification on a previous playing day.

A player shall be a financial member of the Club at the closing of nominations in order to play in the Club Championships.

Club Championships shall be under the control of the Games Director, and shall be conducted under the following conditions-

- I. The bowling year for all Championships shall commence on the 1st January.
- II. Ladies Championships to be played on Tuesday morning, Wednesday morning or afternoon or Thursday morning. Mixed Championships to be

played on Sunday morning or afternoon or at such times as arranged by the Contestants within the requirements of the draw. All fixtures subject to the availability of rinks.

- III. Games set down to be played may include a replacement if any player is unavailable. **(See Current Crystal Mark Laws of the Sport of Bowls)** Subject to agreement between opposing teams, availability of rinks and consent of the Games Director games may be played before the date as set down.
- IV. Teams captains are responsible for the availability of their team players, or provision of a replacement
- V. Captains, who have to provide a replacement for an unavailable player must ascertain if a player is “ELIGIBLE” and REPORT the replacement to the umpire PRIOR to the commencement of the fixture. The umpire of the day must initial the card.
- VI All games will be played under the Bowls Australia Laws of the Game **(Crystal Mark Edition)**
- VII. The “PLAY, SUBSTITUTE or FORFEIT” rule will apply and decision of the controlling body will be FINAL.
- VIII. An “Umpire of the Day” will be appointed for ALL CHAMPIONSHIP GAMES. (The **Current Crystal Mark Laws of the Sport of Bowls** rules apply).
- IX the Controlling Body for Club Competition shall consist of the Games Director, and /or Her Assistant, a Selector, a member of the Executive of the Council or a responsible member of the Club.

When a member of the Club has been called to fulfil a Bowls Australia or Bowls Queensland or DLBA engagement in a match or on official business on any day on which she is drawn to play in a Club competition, the Bowls Australia commitment will take precedence over the Bowls Queensland commitment and the Bowls Queensland commitment shall take precedence over the District and Club matches and the District commitment shall take precedence over the Club matches and she shall not be penalised in any way by the District or her Club. No Club Competition can be called on Official NQDLBA designated days.

58. BOWLING ATTIRE.

In accordance with the Bowls Australia and Bowls Queensland Constitution and Rules.

59. BOWLS

Members shall have their bowls tested periodically as required by the Rules of Bowls Queensland and shall have initials or other distinguishing marks on both sides of their bowls as required by the **Crystal Mark Laws of the Sport of Bowls**

60. REGISTRATION FOR PLAYING DAYS

Each member shall be responsible for registration of her name on any playing day. Normal closing time for registration to play bowls is up to 1 hour before the time set down for commencement of play on any playing day, provided that, no further names shall be accepted after sufficient players have entered for play on that day and further provided, that names may be accepted after that time on the decision of the Selectors of the day that they can be accommodated. Payment of Bowls fees to be paid up 30 minutes before commencement of play.

61. CANCELLATION OF REGISTRATION

A member having entered her name for bowls and subsequently becomes unavailable or does not wish to play, must advise the Ladies Council official in charge of that day's play not later than 60 minutes before the commencement of play.

62. PRE PLAY ROLL UP OR TRIAL ENDS

No bowling prior to the commencement of play shall be permissible except at the discretion of the umpire of the day or as provided for by the conditions of any Competition.

63. NOTICE BOARD

Subject to the approval of the Management Committee of the Incorporated Club in relation to size and position of a Notice Board on which all notices relating to the Ladies Section are to be displayed, such Notice Board shall be placed in a conspicuous position in the clubhouse.

64. ALTERATIONS TO BY-LAWS

Adoption of alterations and/or additions to these Section By-laws shall be made only by Special Resolution of the Council at a General meeting after written notice of motion has been given. The meeting may amend such motion and pass it in its amended form and it shall become effective when displayed on the Notice Board by order of the Council.

PART G – GENERAL

65. MEMBERS BOWLS

Each member is wholly and solely responsible for his/her own bowls, bag, associated equipment and all clothes and personal items; and the club shall at no time accept any responsibility for their security, safe-keeping or any loss or damage whether or not it is or is not contained in any locker, cupboard or cabinet provided by the Club. No member shall use the bowls of another member without that member's permission.

66. ACTIVITIES SHALL BE LAWFUL.

The Club members shall comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities having jurisdiction over any activity of the Club.

67. ATTIRE AND UNIFORM.

In social and Club competitions, dress as approved by the Club shall be worn. In all official games, regulation dress as approved by the District, State and National bodies shall be worn. The Management Committee shall cause an up to date list of required standards of dress to be posted on the Club notice board at all times.

68. BOWLS SPECIFICATIONS.

Bowls shall conform to the specification of Bowls Australia laws of the game.

69. LAWS OF THE GAME.

The laws and rules of the game adopted from time to time by controlling associations shall be the laws and rules of the game for this Club.