



**BY-LAWS
OF
THE SWAN
BOWLING AND RECREATION CLUB
INCORPORATED.**

Contents

| | | |
|------|--|---|
| 1 | USE OF FACILITIES – BY MEMBERS | 1 |
| 2 | HIRE OF FACILITIES..... | 1 |
| 3 | DRINKING AND SMOKING | 1 |
| 4 | PARKING | 2 |
| 5 | CLUB PATRON(S) AND VICE PATRON(S)..... | 2 |
| 6 | APPLICATION/ELECTON FOR MEMBERSHIP FORM..... | 2 |
| 7 | LIFE MEMBERS..... | 2 |
| 8 | PAYMENT OF SUBSCRIPTIONS..... | 2 |
| 9 | LATE PAYMENT AND UNFINANCIAL STATUS..... | 2 |
| 10 | TABLE OF SUBSCRIPTIONS..... | 3 |
| 11 | SECTIONAL COMMITTEES | 3 |
| 11.1 | Finance Committee..... | 3 |
| 11.2 | Match Committees..... | 3 |
| 11.3 | Grounds Committee..... | 4 |
| 11.4 | House Committee..... | 5 |
| 11.5 | Social Committee..... | 5 |
| 11.6 | Bar Committee..... | 5 |
| 11.7 | Delegates Committee | 5 |
| 12 | GROUNDS CHAIRPERSON..... | 5 |
| 13 | HOUSE CHAIRPERSON | 5 |
| 14 | SOCIAL CHAIRPERSON | 5 |
| 15 | BAR CHAIRPERSON..... | 5 |
| 16 | STANDING ORDERS FOR THE CONDUCT OF GENERAL MEETINGS | 5 |
| 17 | DRESS..... | 6 |
| 18 | CONDUCT IN THE BAR AND ON THE GREENS | 6 |
| 19 | CONDUCT ON AND USE OF THE GREENS | 6 |
| 20 | NOTICE BOARDS..... | 6 |
| 21 | HOURS OF BAR TRADING | 6 |
| 22 | ADMINISTRATION OF CLUB FINANCE..... | 7 |
| 23 | CLUB COLOURS AND INSIGNIA..... | 7 |
| 24 | NON-COMPLIANCE WITH BY-LAWS | 7 |
| | APPENDIX 1 - APPLICATION/ELECTON FOR MEMBERSHIP FORM | 1 |

THE SWAN BOWLING and RECREATION CLUB Inc.

BY- LAWS AS AT

2019.

1 USE OF FACILITIES – BY MEMBERS

- 1.1 Any Section or Member may use the kitchen to prepare refreshments providing that
 - 1.1.1 It does not interfere with any programmed event, for which it has been set aside,
 - 1.1.2 All utensils and crockery used shall be cleaned and replaced in the correct storage place,
 - 1.1.3 The members shall pay such charge as is made for tea, coffee, etc. by depositing the amount in the honesty box provided.
- 1.2 Any Section or Member may book use of Club facilities for private family or business function through the Secretary. The charges in force at the time of the function may be waived or discounted at the discretion of the Management Committee.
- 1.3 No function so booked shall prevent any other Member from using the Bar of the Club during the regular trading hours of the bar.

2 HIRE OF FACILITIES

- 2.1 The Club may hire out all or some of the Club facilities to community and private groups for functions. Bookings will be made through the Secretary, who with the assistance of the Social Committee shall maintain and publicise a calendar of such functions.
- 2.2 The Management Committee shall detail the charges for and conditions of hire for such functions.
- 2.3 Hire and associated charges shall be set for:
 - 2.3.1 Hire of Hall with use of urn.
 - 2.3.2 Hire of Hall and Kitchen,
 - 2.3.3 Hire of crockery, cutlery and napery,
 - 2.3.4 Provision of catering services,
 - 2.3.5 Provision of table services
 - 2.3.6 Use of bar services,
 - 2.3.7 Supply of liquor,
 - 2.3.8 Cleaning,
 - 2.3.9 Bond for cleaning, damage or loss.
 - 2.3.10 Cost of insurance against loss or damage to Club facilities or property.

3 DRINKING AND SMOKING

- 3.1 Smoking is prohibited in the Clubhouse buildings. Smoking shall be limited to designated smoking areas outside of the Club.
- 3.2 Drinking and smoking are prohibited on the greens, but are permissible on the natural grass embankments.
- 3.3 Members shall consume only liquor purchased at the bar in that session while the bar is open. This does not debar Members from purchasing liquor to take away and consume elsewhere other than on the Club's property.

4 PARKING

- 4.1 All members can park their vehicles within the marked confines.
- 4.2 Parking within the Club precincts is restricted to Club members only however for a fee the Committee can approve parking to other than Club members but not to the disadvantage of the members.

5 CLUB PATRON(S) AND VICE PATRON(S)

- 5.1 The Management Committee may identify and invite prominent persons in the community to serve as Club Patron(s) or Vice-Patron(s), the terms of such service to be the duration of the Invitee's occupation of a position of prominence.
- 5.2 Such invitation and indication of acceptance is to be ratified at the Annual General Meeting.
- 5.3 Club Patron(s) and Club Vice-Patron(s) shall be accorded Honorary Membership of The Club immediately.

6 APPLICATION/ELECTION FOR MEMBERSHIP FORM

Any person desiring to become a member of the club shall complete an application in the format indicated in Appendix 1.

7 LIFE MEMBERS

A Life Member shall be considered Active while his or her capitation fees are paid.

8 PAYMENT OF SUBSCRIPTIONS

- 8.1 A Member may seek approval of the Committee to pay the whole of the subscription in not less than four quarterly instalments.
- 8.2 The Committee may determine that a surcharge be applied to each instalment when this option is exercised.

9 LATE PAYMENT AND UNFINANCIAL STATUS

- 9.1 A Member, who fails to pay a subscription or an instalment of a subscription by the due date, shall be sent a reminder by the Secretary. If payment is not made fourteen (14) days or other arrangement made after the receipt of such reminder, the Member shall be declared "Unfinancial".
- 9.2 An Unfinancial Member may not attend meetings, vote in any election or on any issue, or hold any Office in The Club. Such a Member may not represent The Club in any Pennant Match or other Association Competition or play in any Club Championship or Official Bowls Event.
- 9.3 The Committee may impose an interest charge on the Member's subscription.
- 9.4 The Committee may also suspend an Unfinancial Member from the use of any or all of The Club's facilities, indoor and outdoor.
- 9.5 In the case of persistent or regular late payment of subscriptions or instalments thereof, The Committee may remove the Unfinancial Member from the Roll of Members.

10 TABLE OF SUBSCRIPTIONS

- 10.1 The Committee shall draw up a table of subscriptions within each category of paid membership for the next financial year for adoption at the Half Yearly General Meeting. It may also, during the year, instigate Special Promotional Membership rates to recruit new Members.
- 10.2 Within each category of paid membership, there may be full, concessional and introductory rates.
- 10.3 Concessional rates may be set for Members with continuous membership of The Club
- 10.4 Introductory rates may be set for new players in the Community/Corporate Bowls Competition. For the first season, or until these players take out membership of The Club, they shall be granted the status of Temporary Members.

11 SECTIONAL COMMITTEES

Co-opted membership of Committees and Sub-Committees

- (i) The Committee shall have the power to form sub-committees to assist them in their functions. Members of such sub-committees may be elected in accordance with the Constitution or co-opted as necessary.
(But note Clause 13.2 of the Constitution– only the Management committee has the power to co-opt members to a sub-committee)
- (ii) Each Sub-committee shall be chaired by a Member of the Committee forming it and shall endure for as long as required.
- (iii) Co-opted Members shall retain office as required to achieve their tasks.

11.1 Finance Committee

- 11.1.1 The Finance Committee shall be the Executive Committee and be responsible for the day-to-day oversight of the running of The Club.
- 11.1.2 The Finance Committee shall approve the purchase of all major equipment, furnishings, services, etc. but may delegate authority for approval of minor purchases to the appropriate Committee or Officer. The Committee shall define and limit the amount constituting “minor purchase or service”.

11.2 Match Committees

(Men’s and Ladies’ Bowling Sections, as referred to in Clause 13.3 of the Constitution)

The Match Committees are responsible for preparing the Calendar of Events, setting the rates of and collecting Match Fees, Green Fees, the allocation of Prize Money and determining Conditions of Play for each event.

- 11.2.1 The Match Committee shall prepare a Calendar of Events for each financial year (as the Committee elected at the Half-yearly General Meeting take office at the conclusion of all Association and pennant fixtures).
- 11.2.2 The schedule of Green Fees shall be set for half day, whole day and multi-day events.
- 11.2.3 Match fees shall be set so that with any sponsorship contribution, the cost of prizes and any catering (unless paid for separately by bowlers) shall be covered.

- 11.2.4 The Match Committees shall set conditions and rules of play for each Club event and display them prominently.
- 11.2.5 The Match Committees may appoint or approve Organising Sub-Committees for the running of specific events, series of events or organising Winter Season events in the Club Calendar.
- 11.2.6 The respective Men's and Ladies' Bowling Sections recommend to the Committee for approval, specific targets and guidelines proposed for selection of teams and sides during the season.
- 11.2.7 The Match Committees shall roster from the teams playing at home a Duty Manager and Duty Team who shall be responsible for collecting results, phoning through to the newspapers, bringing in equipment and general tidying etc.
- 11.2.7.1 At the stipulated times before the due commencement of a Pennant game set by the Appropriate Association, the greens/rinks to be used are to be timed with the required equipment and the green speeds and greens and rinks to be used by the separate teams displayed on the appropriate display boards.
- 11.2.7.2 Score cards will be made out for all Pennant teams playing that Day.
- 11.2.7.3 The Umpire's equipment shall be placed in an appropriate area and two mats and one jack placed on the embankment of each rink to be used. Such equipment is to be retrieved and returned to the correct position within in the Club on completion of the day's competition.
- 11.2.7.4 The Duty Manager shall collate the results for all games played at the Club that day, check the completed Pennant score sheets for accuracy, telephone the results for the day to the required Association Headquarters and/or Newspaper office whichever is applicable and arrange for the completed score sheets to be forwarded to Bowls Headquarters in accordance with its By-laws.
- 11.2.7.5 Alteration in any way to the Pennant Boards is restricted to members of the Selection Committee and any unauthorized persons interfering with the board will be subjected to a penalty as seen fit by the Committee.

11.3 Grounds Committee

- 11.3.1 Shall be responsible for supervising proper maintenance of the Greens, selecting short lists for appointment of Greens staff and approving or recommending the purchase of necessary supplies, equipment or services as directed by the Finance Committee.
- 11.3.2 Shall be responsible for the surrounds of the Club and all outdoor fittings and furniture. They may approve or recommend the purchase of necessary supplies, equipment or services to the Finance Committee.

11.4 House Committee

Shall be responsible for the oversight of all cleaning, maintenance and supply of equipment, furniture and fittings in the Club buildings and may approve or recommend the purchase of necessary supplies, equipment or services to the Finance Committee.

11.5 Social Committee

11.5.1 Shall have oversight of all catering, functions and use of the Club premises.

11.5.2 Shall recommend the appointment of Sub-Committees for Promotions, Recruiting and Fund raising.

11.6 Bar Committee

Shall supervise the running of the Bar, advise the Secretary on staffing and rostering of staff (paid or volunteer) and also recommend bar prices to the Finance Committee.

11.7 Delegates Committee

Shall attend Regional meetings and report to the Management Committee monthly or as necessary

12 GROUNDS CHAIRPERSON

12.1 Shall be responsible for supervising proper maintenance of the Greens, selecting short lists for appointment of Greens staff and approving or recommending the purchase of necessary supplies, equipment or services as directed by the Finance Committee.

12.2 Shall be responsible for the surrounds of the Club and all outdoor fittings and furniture. They may approve or recommend the purchase of necessary supplies, equipment or services to the Finance Committee.

13 HOUSE CHAIRPERSON

Shall be responsible for the oversight of all cleaning, maintenance and supply of equipment, furniture and fittings in the Club buildings and may approve or recommend the purchase of necessary supplies, equipment or services to the Finance Committee.

14 SOCIAL CHAIRPERSON

14.1 Shall have oversight of all catering, functions and use of the Club premises.

14.2 Shall recommend the appointment of Sub-Committees for Promotions, Recruiting and Fund raising.

15 BAR CHAIRPERSON

Shall supervise the running of the Bar, advise the Secretary on staffing and rostering of staff (paid or volunteer) and also recommend bar prices to the Finance Committee.

16 STANDING ORDERS FOR THE CONDUCT OF GENERAL MEETINGS

16.1 Reports of Officers of the Club shall be displayed on the notice boards at least seven (7) days before a General Meeting. Printed copies may also be distributed to Members attending immediately prior to the Meeting. Officers to read their reports to the Meeting in whatever context they like provided it gives a true and correct picture of the objectives of the reports

- 16.2 Notices of Motion shall be given to the Secretary thirty (30) days before the Meeting and displayed on the notice boards. If the Motion refers to all or part of the Constitution, any amendment must be given to the Secretary at least seven (7) days before the meeting and displayed on the notice boards. In other cases, amendments may be received from the floor of the Meeting.
- 16.3 In debate of a motion, the proposer shall have the right of reply as the last speaker before calling for the vote on the motion or any amendment thereto.

17 DRESS

- 17.1 Members are expected to take a pride in their appearance and respect the sensibilities of other Members, their Guests and Visitors.
- 17.2 Dress in the Bar and Hall shall be neat and tidy. The minimum standard of dress for men is tailored shorts and footwear.
- 17.3 Dress on the Greens shall be Regulation Bowling Dress (Club Uniform, Creams) or Mufti as laid down by RWABA, WALBA or the Match Committee, depending on the nature of the game being played.
- 17.4 Members are permitted to wear their hats in the house.
- 17.5 Club Pennant shirts are to be worn for all championship events.

18 CONDUCT IN THE BAR AND ON THE GREENS

- 18.1 Members shall observe normal courtesies to one another and guests and visitors.
- 18.2 Animals are not permitted in the Clubrooms or loose on the Club grounds.
- 18.3 The volume of radios being played on the greens or in the Clubrooms shall not be such as to cause distraction or annoyance to anyone.

19 CONDUCT ON AND USE OF THE GREENS

- 19.1 Members shall practise the normal customs of bowls etiquette as established.
- 19.2 Members shall not monopolise rinks for long periods of practice to the exclusion of other members.
- 19.3 Members shall observe any rules made by the Management Committee for the prevention of damage to the greens, particularly synthetic greens

20 NOTICE BOARDS

- 20.1 No notice shall be placed on the General Notice Boards without prior approval of the President or Secretary.
- 20.2 A games notice board shall be provided for notices and nominations for bowling events. Notices may only be placed on this board by a Member of the appropriate Match Committee or Sub-Committee.

21 HOURS OF BAR TRADING

- 21.1 The hours of bar trading shall be as resolved by the Management Committee and within the provisions of *The Liquor Licensing Act, 1988*.
- 21.2 Generally, the Bar will be open for trading during the hours of each Club event or function.

22 ADMINISTRATION OF CLUB FINANCE

- 22.1 All funds of The Club shall be managed by the Club Treasurer and shall be held in general dedicated projects and purposes accounts.
- 22.2 The Management Committee may recommend for approval by a General Meeting of Members an ex-gratia payment to nominated Officials of the Club as re-imbusement for their costs in carrying out the duties of their position.
- 22.3 The various Committees and Sub-Committees of the Sections shall deposit monies held with the Treasurer. Any monies required to meet the costs of their day-to-day expenses and to cover outlay costs of events they are organising shall be drawn as arranged with the Treasurer. Excess money from entry fees and sponsorship shall be lodged with the Treasurer as soon as possible after the event.
- 22.4 All payments are to be approved by any two (2) authorised persons and appropriate source documentation made available to the Treasurer.
- 22.5 All payments by cheque or EFT (Electronic Funds Transfer) are to be authorised by any two (2) authorised persons. All source documents are to be made available before transmission of the EFT payment in support of the payment. The payments are to be included in the monthly statement of receipts and expenditures.
- 22.6 Passwords for EFT authorisation are to be kept private by authorised persons and not readily associated with the authorised person or their position.

23 CLUB COLOURS AND INSIGNIA

The Club colours shall be dark blue and gold.

The insignia is a black swan inside a circle with three gold convex lines and there are two diagonal lines, one gold and the other dark blue, protruding from the bottom and top of the circle but not dissecting it.

Designs and colours of Club uniforms will be recommended by the respective Men's and Women's Match Committees for approval at a General Meeting of Members.

24 NON-COMPLIANCE WITH BY-LAWS

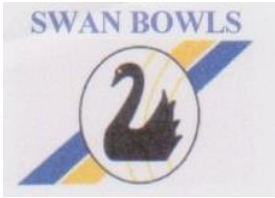
Offenders shall be dealt with in accordance with 14.4 and 14.5 of the Constitution of SBRCI.

If after consideration, the Committee is of the opinion that the complaint has been sustained, it may;

- 24.1 Reprimand the member
- 24.2 Suspend the member for a period not exceeding one year
- 24.3 Impose a fine not exceeding \$250.
- 24.4 Expel the member from the Club.

Provided that the member shall have the right of appeal to a Special General Meeting of the members, whose decision shall be final

APPENDIX 1 - APPLICATION/ELECTION FOR MEMBERSHIP FORM



SWAN BOWLING AND RECREATION CLUB INCORPORATED

APPLICATION FOR MEMBERSHIP

I, _____ of _____

Post Code: _____

Telephone: _____ (Home) _____ (Mob)

Email: _____

D.O.B _____ Occupation/Previous Occupation: _____

In accordance with the Constitution and Rules of the Swan Bowling and Recreation Club Incorporated. I hereby apply for election as an Ordinary/Junior/Provisional/Social/Restricted Member of the Club.

I will pay subscription and levies within one calendar month of acceptance of my application.

I will conform with and be bound by the Constitution and By-Laws of the Swan Bowling and Recreation Club Incorporated.

Are you a member or and ex member of another club? YES / NO

If YES which Club: _____ Member ID (if applicable): _____

Last Year Financial: _____

Have you been under suspension from any club? YES/NO

Are you under expulsion from any club? YES/NO

If YES please provide details: _____

Signed: _____ DATE: _____
(NEW MEMBER)

Proposed By: _____ Signature: _____
(BLOCK LETTERS)

Seconded By: _____ Signature: _____
(BLOCK LETTERS)

NOMINATION FEE MUST ACCOMPANY THIS APPLICATION

Nomination Fee \$ Subscription Fee \$ TOTAL \$

Application must be proposed and seconded by Financial Ordinary or Honorary Life Members of the Club.

| | | | | | |
|-------------------------|----------------|---------------|--------------------|-------------------|------------------------------|
| OFFICE USE ONLY: | Date Received: | Date Elected: | Subscription paid: | Advice forwarded: | Membership Register updated: |
| | | | | | |