



MOOROOLBARK BOWLS CLUB INC
(Registration No. A10643P)

CLUB RULES

Adopted December 2013
(Amended – 7th July 2023)

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1. MEMBERSHIP

1.1 Categories of Member

The Members shall be, and shall be divided into, the following categories:

- (a) Affiliated Members;
- (b) Life Members;
- (c) Honorary Members
- (d) Restricted Members Bowling and Non Bowling
- (e) Social Members;
- (f) Junior/Student Members;
- (g) Senior Members;
- (h) Such other category or categories of members as determined by the Board from time to time.

1.2 Life Members

- (a) There shall not be more than two life memberships awarded each year and there shall not be more than fifteen living Life Members of the Club at any one time.
- (b) Life Members shall not be relieved of any financial obligation other than Annual Subscription.
- (c) A Life member shall have all the privileges of the Club and have the right to be present, debate and vote at General Meetings and hold office in the Club.

1.3 Honorary Member

- (a) An Honorary Member is:
 - (i) A person who is a member of another Bowls Club present at the Club for the purpose of playing bowls;
 - (ii) Any visitor affiliated with Bowls Australia;
 - (iii) Any visitor paying green fees for that particular day.
- (b) Any member of any Bowls Club whose green is more than 16 kilometres from the Club premises may, on the introduction by a member of the Club, be elected by any two members of the Board as an Honorary Member for a period not exceeding 14 consecutive days without payment of any subscription.
The Board shall have the power to extend the period for further 14 consecutive days, if so desired, on conditions to be determined by the Board.
- (c) Honorary Members may be elected and the period of their membership fixed or extended by an election committee consisting of any two members of the Board and the name and address of each Honorary Member, together with the name of the introducing member and the names of the members of the Board by whom they are elected shall be entered in a

book kept for that purpose, and the introducing member shall be responsible for the bonafides of the person introduced.

- (d) The Board shall have power to withdraw any or all privileges from Honorary Members and Honorary Members are not and shall not be entitled to take part in any annual or special meeting.
- (e) An Honorary Member shall not have the right to be present and vote at General Meetings, nor shall they have any right, title or interest in or to any of the property of the Club.

1.4 Restricted Membership

- (a) A **Restricted Non Bowling Member** is a person who because of infirmity or other reason does not wish to be an Affiliated Member of the Club.
- (b) A **Restricted Bowling Member** shall have the right to play Social Bowls at Mooroolbark Bowls Club only and shall not be eligible to play Bowls Victoria Events, Club Championships or Club Tournaments.
- (c) A **Restricted Member** shall have all the privileges of the Club and have the right to be present, debate and vote at General Meetings and hold office in the Club.

1.5 Social Members

- (a) Any person over the age of 18 years may be elected as a Social Member of the Club.
- (b) A Social Member shall have all the privileges of the Club but shall not have the right to be present and vote at General Meetings or hold office in the Club.
- (c) A Social Member shall not take part in bowling on the Club green, except on public open days or with the express permission of any two Board Members at any other time.

1.6 Junior/Student Members

- (a) No person under the age of 18 years may be admitted as a member other than as a Junior/Student Member of the Club.
- (b) Any person of good character aged not more than 18 years or is over the age of 18 years and undergoing full time education who is nominated and approved for Junior/Student membership of the Club in accordance with these Rules is eligible to be a Junior/Student Member on payment of the entrance fee and Annual Subscription payable under these Rules.
- (c) Junior/Student Members less than 18 years of age shall not be entitled to purchase or consume liquor on the premises of the Club except as provided under these Rules, nor shall they be eligible to hold office or vote at any meeting of the Club, but shall be entitled to participate in such bowls activities on the greens as the Board shall determine.
- (d) A Junior/Student Member shall be ineligible to continue in such membership class:-
 - (i) Upon attaining the age of 18 years;
 - (ii) If over the age of 18 years ceases undergoing full time education; but shall be eligible for nomination and election to other membership as provided in these Rules without delay.

1.7 Senior Members

- (a) A Senior Member is any person over the age of 80 years who has been a member of the Club for not less than ten consecutive years.
- (b) A Senior Member shall have all the privileges of the Club and have the right to be present, debate and vote at General Meetings and hold office in the Club.

2. APPLICATION FOR MEMBERSHIP

Nomination and Election

- (a) A person who is nominated and elected to membership as provided in these Rules is eligible to be a member of the Club on payment of any entrance fee and Annual Subscription under these Rules.
- (b) A person who is not a member of the Club at the time of the incorporation of the Club (or who was such member at the time but has ceased to be a member) shall not be elected to membership:-
 - (i) Unless they are nominated as provided in Rule 2 (c); and
 - (ii) Their admission as a member is approved by the Board.
- (c) As soon as is practicable after the receipt of a nomination the Administrative Director or Nominee shall post it on the Club's notice board for exhibition at least seven days immediately preceding the day of election and an interval of not less than two weeks shall elapse between the date of nomination and election.
- (d) Members shall be elected by ballot and;
 - (i) If after exhibition for 7 days there are no objections received the Application for Membership shall be accepted. If any objections are received in writing by the Administrative Director or Nominee then the Application for Membership shall be forwarded to the Board of Directors for review and ballot.
 - (ii) Three adverse votes shall exclude the applicant.
 - (iii) The decision by the Board as to whether any candidate has been duly elected or not shall be final.
 - (iv) A record shall be kept by the Administrative Director or Nominee of members of the Board voting at any election of members of any classification.
 - (v) A probation period of 6 months will apply to all new members. The Administrative Director or Nominee will review the application with reference to Rule 10 – Code of Conduct at the end of the period and if required forward the review to the Board for determination. If the member has not satisfied the Board that they are a suitable member the Administrative Director or Nominee shall notify the member in writing within 7 days of the decision. Members who have satisfied the probation requirements need not be notified.

- (e) Upon a nomination being approved by the Board, the Administrative Director or Nominee shall, with as little delay as possible, notify the nominee in writing that they are approved for membership of the Club and request payment within the period of 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's Annual Subscription.
- (f) The Administrative Director shall upon payment of the amounts referred to in Rule 3 (g) within the period referred to in that Rule, enter the nominee's name in the register of members kept by the Board and, upon the name being so entered, the nominee becomes a member of the Club.
- (g) If a newly elected member fails to pay their subscription within 28 days after their election, their election shall be void unless they justify the delay to the satisfaction of the Board.
- (h) The payment of the subscription or using the Club's property shall imply a member's acquiescence in the Constitution and Club Rules of the Club.
- (i) Any person whose application for membership is rejected or whose election is voided under Rule 2 (g) shall not again be nominated for a period of at least six months from the date of the rejection or voidance of membership.
- (j) A right, privilege, or obligation of a person by reason of their membership of the Club:
 - (i) Is not capable of being transferred or transmitted to another person;
 - (ii) Terminates upon the cessation of their membership whether by death or resignation or otherwise.
- (k) Unless the Board shall otherwise decide, the maximum number of members of the Club shall be 610.
- (l) The Board shall ensure that Affiliated and Life Members constitute at least 60% of the total membership of the Club.

3. ANNUAL SUBSCRIPTIONS AND AFFILIATION FEES

- (a) There shall be no entrance fee unless otherwise determined by the Board from time to time.
- (b) The Total Annual Fee payable will comprise of the Annual Subscription (Club) and the Affiliation Fee (Bowls Victoria)
- (c) The Annual Subscription shall be not less than \$10.00 (unless approved by Liquor Licensing Victoria) for any particular class of member and shall be determined by the Board.
- (d) The Affiliation Fee shall be determined by Bowls Victoria
- (e) The Total Annual fee shall apply for the period 1st July to 30th June the following year and shall be due and payable in advance and immediately after being determined by the Board.
- (f) If any Member fails to pay the Annual Fee within four (4) months of the commencement of the Financial Year in any year his/her membership shall thenceforth cease but should a

sufficient explanation be made to the Board it shall have the power to restore their name to the register upon payment of the amount due.

- (g) The percentage of the Annual Subscriptions for all members other than Affiliated Members, which shall be rounded down to the nearest whole dollar, shall be as follows:

(i) Life Members-	Nil
(ii) Honorary Members	Nil
(iii) Restricted Membership	
(i) Non Bowling	45%
(ii) Bowling	85%
(iv) Social Members-	25%
(v) Junior/Student Members	35%
(vi) Senior Members-	60%
(vii) Introductory	Nil

- (h) If a Member enters after the 1st day of January in any year the subscription for the then remaining portion of the year shall be on a pro-rata basis, but shall not be less than that defined by the Liquor Control Reform Act 1998.
- (i) Should any member of the Club from any cause whatsoever cease to be a member for one or more years they may be re-admitted without paying back subscriptions, provided the majority of the Board consent thereto.
- (j) Any member contemplating absence for a period may on application to the Board be granted leave of absence for a period not exceeding two years, subject to the payment of a nominal amount fixed by the Board.
- (i) Subject to the conditions of the Liquor Control Reform Act 1998 and these Rules the Board may determine the maximum number of members to be admitted to the Club in respect of each or any category of membership. Any nomination for membership received after the maximum number has been attained shall be recorded on a waiting list and shall be considered in order of receipt as vacancies exist. The Board, at its discretion, shall have the power to give preference to any nomination of a highly qualified bowler desiring to become a member of the Club.

4. ANNUAL GENERAL MEETING

4.1 Notice

The Annual General Meeting shall be specified as such in the notice convening it.

4.2 Business

The ordinary business of the Annual General Meeting shall be:

- (a) To confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
- (b) To receive from the Board the Annual Report upon the transactions of the Club during the last preceding financial year and note any extraordinary matters:
- (c) To receive and consider the statement submitted by the Club in accordance with the Act;

- (d) To elect (if necessary) officers of the Board and ordinary members of the Board;
 - (i) To elect a Greens Manager;
 - (ii) To elect a Bingo Manager; and
 - (iii) To elect a Bar Manager.
- (e) To elect Auditors, who shall not be an office bearer of the Club;
- (f) To elect Honorary Solicitors, who shall not be an office bearer of the Club;
- (g) To elect such sub-committees as the Board shall determine;
- (h) To transact any other business affecting the interest and welfare of the Club, of which due notice has been given in accordance with the Constitution; and
- (i) To transact any other general business, but any resolutions arising from such business shall be recommendations to the Board only.

5. BOARD OF MANAGEMENT

5.1 The Role and Responsibilities of the Board

The Board is elected by Club members and has the ultimate responsibility for, and therefore control of Mooroolbark Bowls Club Inc (MBC). It has the responsibility to act with due care and diligence, to exercise its power for a proper purpose, to avoid conflicts of interest and to act for the benefit of MBC.

MBC is an association incorporated in Victoria and therefore the Board (and all MBC members) must follow a set of rules known as the Incorporated Association Rules which is covered in our Constitution.

(a) The Board is put in place to steer and oversee Mooroolbark Bowls Club Inc

The key responsibilities are:

(i) Strategic Vision and Planning

The Board is the Guardian of the strategic vision it has developed for MBC. Its prime role is to keep the vision alive by taking a leading role in planning for the future.

Strategic planning enables the Board to think through and document what it is doing and within its means and capabilities to meet the expressed needs of its members.

(ii) Legal and Financial Accountability

The Board is accountable to the members of MBC to ensure the ongoing financial viability of MBC.

The Board is responsible for ensuring MBC meets all legal requirements and remains accountable for all its financial obligations. This includes finalising annual budgets, fulfilling auditing requirements and managing risks

(iii) **Evaluating its own effectiveness**

The Board monitors the achievement of agreed objectives and priorities. It ensures the establishment, maintenance, operation and evaluation of an appropriate framework of internal controls, embracing management, administration and finance. It regularly evaluates itself to ensure it remains representative, responsive and effective. This evaluation is usually carried out informally.

(iv) **Advocacy**

The Board is the primary link between MBC and everyone else. It should represent the interests of the Club to the broader community and members and filter their views back to the Club.

(b) **It is important to recognise that the President and committees are responsible for:**

- (i) Carrying out day to day management.
- (ii) Implementing the Board decisions.
- (iii) Providing the Board with relevant or requested information.
- (iv) Managing volunteers.
- (v) Operating programs and reporting on their successes or shortcomings.
- (vi) Organising events approved by the Board.
- (vii) Looking after day to day finances.

5.2 Powers of the board

- (a) The Board may from time to time delegate any of their powers to such Sub-Committees consisting of Members of the Club that have been appointed, subject to the following:-
 - (i) The Board may recall or revoke any such delegation or appointment;
 - (ii) All Sub-Committees shall, in the exercise of the powers delegated, conform to any regulation that may be prescribed by the Board, and shall be subject and subordinate to such Board, provided always that the Board shall have no power to delegate their control of the supply of liquor by the Club.
- (b) Shall on the authority of a General Meeting of the Club impose levies on the Members.
- (c) Shall authorise all expenditure and direct the method of dealing with monies received for or on behalf of the Club; and
- (d) Shall have power **from time to time to make Club Rules and regulations not inconsistent with these Rules for the efficient working of the Club, subject to the following:**
 - (i) The Board may alter, amend or rescind same as occasion may require;

- (ii) All Club Rules shall be entered by the Administrative Director in a book to be kept for that purpose and to be available for inspection by the members as requested.

5.3 Office Bearers

- (a) The Office Bearers of the Board shall be:
 - (i) Executive Director
 - (ii) Administrative Director/ Secretary
 - (iii) Finance Director
- (b) Each office bearer of the Board shall hold office for not less than two years and until his/her successor is elected but is eligible for re-election.

5.4 Election of Directors

Each nomination for the position of Director must be accompanied by a written statement, stating what the candidate wishes to achieve as a Director and what skills and knowledge they bring to the Board.

5.5 Delegated Duties

(a) Executive Director

Governance

- (i) Provide leadership to MBC.
- (ii) Ensure in partnership with the Board that MBC's objectives, goals and mission are being followed.
- (iii) Ensure in partnership with the Board that MBC develops in the appropriate direction.
- (iv) Ensure in partnership with the Board that MBC operates in an ethically, environmentally and socially responsible fashion.

Planning

- (i) Produce in partnership with the Board a Strategic Plan for MBC.
- (ii) Ensure in partnership with the Board the regular review and development of the Strategic Plan.

Meetings

- (i) Ensure that appropriate standing orders are in place.
- (ii) Together with the Administrative Director prepare the agenda in advance of the meeting.
- (iii) Chair Board meeting according to Standing Orders.
- (iv) Rule on issues of meeting procedure not covered in Standing Orders.
- (v) Report to the Annual General Meeting on the situation of MBC.
- (vi) Chair General Meetings according to Standing Orders.

Administrative and Management

- (i) Assign in partnership with the Board administrative duties to Board members and volunteers.

- (ii) Personally carry out administrative duties as assigned.
- (iii) Manage the business of the Board.
- (iv) Manage the recruitment, induction and training of Board members in partnership with the Board.
- (v) Manage in partnership with the Board the assessment, review and renewal of the Board.
- (vi) Manage MBC's grievance procedures.
- (viii) Ensure the harmony of Board deliberations.
- (ix) Manage in partnership with the Board the succession of the position of President.

Media

- (i) Under the Media Policy of MBC serve as spokesperson as appropriate.

Promotion

- (i) Promote MBC in the community as opportunities arise.

Negotiation

- (i) Serve as nominated by the Board in negotiation with other organisations.

Legal

- (i) Ensure that the modes of performance of all legal requirements are featured in the procedures manual.
- (ii) Ensure that the performance of all legal requirements is reported to the Board.
- (iii) Ensure that the performance of all legal requirements is fully documented.
- (iv) Ensure that all legal requirements are met.

Finance

- (i) Together with the Finance Director ensure that MBC's financial control procedures are adequate and that risk management strategies are in place.

Other duties.

- (i) See duty statement for ordinary Board Members.

(b) Administrative Director

Governance

- (i) Ensure the preparation and adoption of appropriate Board policies.

Planning

- (i) Produce in partnership with the Board a marketing Plan for MBC
- (ii) Ensure in partnership with the Board the regular review and development of the Marketing Plan.
- (iii) Ensure the appropriate Standing Orders are in place.

Meetings

- (i) Organise the venue for each Board meeting.
- (ii) Prepare the agenda with the President in advance of each Board meeting.
- (iii) Organise meeting papers for distribution before each meeting.
- (iv) Take minutes at each Board meeting and circulate to Board members.
- (v) Take minutes at each Annual General Meeting and circulate to members of MBC.

Administrative and Management

- (i) Serve on Board committees as required.

- (ii) Maintain a register of members.
- (iii) Handle the procedures for the admission of new members.
- (iv) Handle the procedures for the registration of members.
- (v) Handle the procedures for the discipline, suspension and expulsion of members.
- (vi) Organise Annual General Meetings and notify members in advance.
- (vii) Receive nominations for positions on the Board.
- (viii) Keep in their custody all books, documents and securities, and make them available to members as requested.
- (ix) Personally carry out administrative duties as assigned by the Executive Director.

Negotiation

- (i) Serve as nominated by the Board in negotiation with other organisations.

Legal

- (i) Advise the Board when legal opinion should be sought, and source legal opinion when required.
- (ii) Keep custody of the Common Seal of MBC.

Other duties

- (i) As for Ordinary Board Members.

(c) Finance Director

Governance

- (i) Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of MBC.
- (ii) Advise the Board on matters of finance.
- (iii) Advise the Board on fundraising.
- (iv) Ensure that appropriate financial policies and procedures are in place and fully documented.

Planning

- (i) Produce in partnership with the Board a Business Plan for MBC.
- (ii) Ensure in partnership with the Board the regular review and development of the Business Plan.

Meetings

- (i) Report to the Board at each meeting on the financial situation of MBC.
- (ii) Report to the Board at each meeting on variances from the approved budget.
- (iii) With the Administrative Director place any necessary financial items on the Board agenda in advance of the meeting.
- (iv) Report to the Annual General Meeting on the financial situation of MBC.

Financial Oversight

- (i) Ensure MBC's financial control procedures are adequate and that the appropriate safeguards against fraud are in place.
- (ii) Ensure that risk management strategies, including appropriate insurances are in place.
- (iii) Ensure MBC's financial records are adequate, protected, backed up and accessible.
- (iv) Ensure that MBC collects and receives all money due to MBC and makes all payments authorised by MBC.

- (v) Oversee MBC's banking arrangements, investment strategy and report to the Board.
- (vi) Oversee MBC's asset register.
- (vii) Prepare the budget for the coming year.
- (viii) Review income and expenditure against the budget on a continuous basis.

Legal

- (i) Ensure MBC's compliance with all applicable tax arrangements.

Other Duties

- (i) See duty statement for ordinary Board Members

(d) Ordinary Board Members

General

- (i) On being elected to the Board undertake induction and training procedures as provided by the Board.

Governance

- (i) Consider, debate and vote on issues before the Board on the basis of the best interest of MBC.
- (ii) Comply with the rules, policies and standing orders of MBC.

Planning

- (i) Review and approve MBC's Strategic Plan, Vision, Mission, Guiding Principles, Code of Conduct and other consequential arrangements such as Policies and Position Statements.

Meetings

- (i) Attend all meetings or if absolutely unavoidable apologise in advance for absence.
- (ii) Where the Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting.
- (iii) Contribute to discussion and resolution at meetings and otherwise as appropriate.

Administrative and Management

- (i) Serve on Board committees as required.
- (ii) Review and approve MBC's systems for financial control and risk assessment.
- (iii) Undertake administrative duties as required.

Media

- (i) Make comments to the media only as provided in MBC's Media Policy.

Promotion

- (i) Promote MBC in the community as opportunities arise.

Fundraising

- (i) Participate enthusiastically in any fundraising approved by the Board.

Legal and Ethical

- (i) Avoid making any improper use of their position in MBC so as to gain any material advantage for themselves, or for any other person, or to the detriment of MBC

- (ii) Avoid making any improper use of any information acquired by virtue of their position in MBC so as to gain any material advantage for themselves, or for any other person, or to the detriment of MBC.
- (iii) If they have any direct or indirect financial interest in any contract with MBC, inform the Board immediately.
- (iv) If they have any direct non-financial interest in any matter with the Board, or believe that the perception of such conflict may arise, inform the Board immediately and follow the Board's rulings as to proper procedure.
- (v) At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias or personal animus.

6. BOWLS SECTION

6.1 Bowls Section

- (a) The Bowls Section shall comprise of the members of the Club who are registered with Bowls Victoria.
- (b). The Section, (known as the Bowls Section) shall be responsible to the Board for the management and conduct of all Bowls activities including Midweek Pennant, Saturday Pennant and other special events approved by the Board.

The Bowls Section Committee shall also be responsible for the following:

- (i) Coaching
 - (ii) Umpires & Measurers
- (c). Pennant
- (i) The (Saturday Pennant) and (Midweek Pennant) shall seek affiliation with Bowls Victoria
 - (ii) Ensuring members playing bowls shall observe the Laws and Rules of the respective associations
 - (iii) Failure to observe any such laws and Rules will render the offending player liable to disqualification from the match or competition.
- (d). When player or players are representing the Club in Bowls Victoria or Bowls Australia championship finals played outside a radius of 160 Kilometres from the Club, they will be reimbursed for the cost of accommodation (not to exceed \$100.00 per night twin share) plus fuel costs at the direction of the Board.
This is to apply when players are still involved in the competition.
- (e) Between the 15th April and 7th May of each year the Section shall submit to the Finance Director of the Board a copy of its Annual Finance Statement showing details of all monies received and expended in connection with its activities. These statements shall have been

audited by the Auditors and all funds shall be dealt with as provided in Rule 23.3 (c) of the Constitution.

6.2 SECTION ORDINARY AND ANNUAL MEETINGS

- (a) The Section may hold such ordinary meetings of its members (known as Midweek Pennant meetings and Saturday Pennant meetings) as may be convened under the Club Rules, but shall hold a Section Annual Meeting at such date and place the Section (Bowls Section) determines and shall not be more than 30 days before, but prior to the Annual General Meeting of the Club.
- (b) The Business of the Section Annual Meeting shall be:
 - (i) to confirm the minutes of the last preceding Section Annual Meeting and of any Section Ordinary Meetings held since that meeting;
 - (ii) to receive from the Section President a report on the transactions of the Section during the last preceding year;
 - (iii) to elect a Tournament Committee Manager, officers of the section and the members of the Section (Bowls Committee)
 - (iv) to elect the Match Committees for (Midweek Pennant and Saturday Pennant)
 - i. members playing Saturday Pennant to vote for Saturday Pennant selectors only
 - ii. members playing Midweek Pennant to vote for Midweek Pennant selectors only
 - iii. members playing Saturday and Midweek are able to vote for each
 - (v) to elect the Tournament Committee Manager
 - (vi) to elect the Tournament Committee members.
 - (vii) to determine the number of Pennant sides to be entered in Pennant Competitions but on the resolution of the members this matter may be referred to Section (Bowls Committee) with power to act;
 - (viii) to transact any other business of which notice has been given;
 - (ix) to transact any other business but any resolutions arising from such business shall be recommendations to the Section (Bowls Committee) only.
- (c) The rules for general meetings of the Club, suitably modified to provide for equivalent section office bearers and the like, for a quorum of twenty (20) section members, shall apply to section ordinary and annual meetings.

6.3 SECTION GENERAL MEETINGS

(a) General Meetings May be Held

The Bowls Committee may, whenever it thinks fit convene a General Meeting of the Bowls Section and, where but for this rule more than fifteen months would elapse between Annual General Meetings, it shall convene a General Meeting before the expiration of that period.

(b) Request for General Meetings

- (i) The Bowls Committee shall convene a General Meeting upon receiving a request in writing from not less than 10% of Members who would be entitled to vote at

such General Meeting. The Bowls Committee may also convene a General Meeting.

- (ii) The request for a General Meeting shall be in writing and shall state the object(s) of the meeting and shall be signed by the Members making the request and be sent to the Secretary. The request may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (iii) If the Bowls Committee does not cause a General Meeting to be held within thirty days after the date on which the request is sent to the Club, the Members making the request, or any of them, may convene a General Meeting to be held not later than sixty days after that date.
- (iv) A General Meeting convened by Members under these Club Rules shall be convened in the same manner, or as nearly as possible as that, in which General Meetings are convened by the Bowls Committee. All reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.

(c) Notice to be Given for General Meetings

The Secretary shall, at least 21 days before the date fixed for holding a General Meeting, send to each Member entitled to vote at such meeting and each Committee Member a notice in writing stating the place, date and time and the nature of the proposed business to be transacted at the meeting. Notice may be given in any form permitted under Rule 36 – Service of Notices of the Club Constitution.

(d) Business of Meeting

- (i) No business other than that set out in the notice convening the meeting shall be transacted at the General Meeting.
- (ii) A Member desiring to bring any business before a meeting shall give at least 30 days notice in writing of that business to the Club. Accordingly, the Club shall include that business in a notice calling the next General Meeting after the receipt of the notice.

6.4 SECTION COMMITTEE

- (a) The affairs of the Section as provided in Club Rules 6.1 (b) shall be managed by the Bowls Committee.
- (b) The Officers of the Bowls Committee shall be;
President
Vice president x 2
Secretary/CCO
Treasurer
- (c) The provisions of Club Rule 4 so far as applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in Rule 6.3 (b)

- (d) Each officer of the Section shall hold office for not less twelve (12) months and until their successor is elected but is eligible for re-election.
- (e) In the event of a casual vacancy in any office referred to in sub clause 6b,
- (f) the committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion member of the Annual Meeting next following the date of their appointment.

6.5 BOWLS SECTION COMMITTEE

- (a) The Section (Bowls Committee) shall consist of:
 - (i) The Officers of the Section; and
 - (ii) Tournament Committee Manager
 - (iii) Chairman of Midweek Pennant
 - (iv) Chairman of Saturday Pennant
 - (v) Six (6) ordinary Committee members each of whom shall be elected at the Section Annual Meeting
- (b) Each ordinary member of the Committee shall, subject to these Club Rules hold office for not less than twelve (12) months and until their successor is elected but is eligible for re-election.
- (c) In the event of a casual vacancy occurring in the office of any ordinary member of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these Club Rules, until the conclusion of the Section Annual Meeting next following the date of their appointment

6.6 BOWLS VICTORIA AFFILIATED MATCH COMMITTEES

- (a) Match Committees for Bowls Victoria Affiliated Saturday Pennant comprising of five (5) financial members and for Midweek Pennant comprising of five (5) financial members shall be elected by the Members.
Refer Clause 6.2 b (iv) at the Annual Meeting of the Section (Bowls Committee) with the two highest vote recipients serving for a two (2) year period.

If two or more of the highest vote recipients receive an equal number of votes the chairman shall, in such case, have a second or casting vote.

- (b) The Duties of the Match Committees shall be:
 - (i) to select members of all teams Saturday and Midweek Pennant;
 - (ii) to arrange and manage teams for Saturday and Midweek Pennant;
 - (iii) to determine handicaps for section competitions.
- (c) In the event of any member or members of the Match Committees vacating their position for any reason whatsoever, then such vacancy or vacancies shall be filled by another financial member or members to be appointed by the Section (Bowls Committee).

6.7 ELECTION OF OFFICERS, COMMITTEES AND VACANCY

- (a) Nominations for candidates for election as officers of the Bowls Section Committee or as ordinary members of the Bowls Section Committee and nominations for the Pennant Match Committee and the Tournament Committee Manager.
 - (i) shall be made in writing, signed by two members of the section and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (ii) shall be delivered to the Secretary/CCO of the Section not less than twenty one (21) days before the date fixed for the holding of the Section Annual Meeting. A list of all nominations shall be posted on the notice board in the Clubhouse not less than fourteen (14) days before the holding of the Section Annual Meeting.
- (b) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Section Annual Meeting.
- (c) If the number of nominations received are equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (d) If the number of nominations exceed the number of vacancies to be filled, a ballot shall be held.
- (e) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the Section Annual Meeting by two scrutineers appointed by the members at such meetings.
 - (i) The method of voting shall be by crossing out the name of the member or members nominated not desired and leaving the correct number of members to fill the vacant offices.
 - (ii) Ballot papers containing a greater or lesser number of persons to be elected shall be informal.
 - (iii) If two or more candidates receive an equal number of votes the chairman shall, in such case, have a second or casting vote.
 - (iv) There shall be no restrictions on any member holding office on more than one Committee
- (b) For the purpose of these Rules, the office of an officer of the section or of an ordinary member of the Committee becomes vacant if the officer or member;
 - (i) ceases to be a member of the Club;
 - (ii) becomes an insolvent under administration within the meaning of the Companies (Victoria) code;
 - (iii) resigns their office in writing given to the Section secretary; or
 - (iv) fails to attend for three (3) consecutive Committee Meetings without leave of apology delivered at or prior to the meeting.
- (c) An officer or ordinary member of the Committee shall not be held to have resigned their office until their resignation has been accepted by the Committee.

6.8 PROCEEDINGS OF COMMITTEES

- (a) The Committee shall meet periodically at least (10) times in each year at such place and at such times as the Committee shall determine.
- (b) Special Meetings of the Committee may be convened by the President and two thirds of the members of the Committee.
- (c) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- (d) Two thirds of the members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee
- (e) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting the quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, unless the meeting was a special meeting in which case it lapses.
- (f) At meeting of the Committee;
 - (i) the President or in his absence a Vice President shall preside; or
 - (ii) if the President and the Vice President are absent one of the remaining members of the Committee as may be chosen by the members present shall preside.
- (g) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- (h) Each member present at a meeting of their Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (i) Written notice of each Committee Meeting shall be served on each member of the Committee by delivering it to them at a reasonable time before the meeting or by sending it by electronic mail or pre-paid post addressed to them at their usual or known place of abode at least two (2) business days before the date of the meeting.

Subject to Rule 6.8 (d), the Committee may act notwithstanding any vacancy on the Committee

7. GENERAL RULES FOR SUB COMMITTEES

- (a) Sub Committees are democratically elected usually at the Club AGM
In the case of the Tournament Committee, members will be elected from the Saturday Pennant and Midweek Pennant sections and come together as a committee.
The Bar Committee will be endorsed by the Board.
- (b) The Chair of a Committee is responsible for the convening and running of the meetings.
- (c) A Committee should be aware of its specific areas of responsibility. Any dispute about these areas should be addressed to the Board.

- (d) All financial decisions made by a Committee have to be approved by the Board. All financial transactions are to be kept up to date on the Club computer.
- (e) An unelected member may be asked to attend a Committee meeting as an advisor. This non-elected member may not take part in any debate, express an opinion or have a vote.
- (f) After a Committee meeting, a copy of the minutes of that meeting should be passed to the Board as soon as possible.
- (g) During the winter when many members go away, the Chair of each committee should inform the Board who will deal with matters relating to their committee in their absence.

8. GREENS

8.1 Control of Greens

The greens shall be under the full control of the Board, which shall delegate its authority to the Greens Manager, who shall have the responsibility for liaison with the Greens Contractor as to the maintenance of a good playing surface.

8.2 Use of Greens

The greens of the Club shall be used in such manner as the Board shall from time to time determine in conjunction with the Greens Committee.
No person shall be allowed to play on the playing area unless wearing smooth rubber soled and heel-less shoes or is shoeless.

8.3 Greens Closure

The Greens Contractor or his Deputy, or the Manager of the Greens Committee or a member of the Greens Committee, or if they are not present, members of the Board present, a member of the Bowls Committee or Manager of the Event, is empowered to close or open greens before play commences as conditions dictate or during the course of play.

Safety of persons on the green and surrounds shall be paramount, particularly when greens are wet and also, there is a possibility of damage to the green.

The empowerment of the persons named above is to be strictly follow the naming order given. The Greens Manager's decision shall be final. His recommendation for the closure of the greens, because of inclement weather or the heat Rule, will be respected by the bowls committees.

Every member shall be bound to observe any direction given under this Club Rule.

9. TOURNAMENT

Rules for the conduct of Club Championship Matches

9.1 General

- (a) The Tournament Committee shall arrange and conduct the Club Championships programmed.
- (b) The Club Championships shall be conducted in conjunction with Laws of the Game and Bowls Victoria Rules for Competition.
- (c) All Club Competition matches are available to be entered by all financial Club Members, except where restrictions may be applied.
- (d) Members, who lodge an entry for any Club Championship activity, accept the conditions of entry as listed.
- (e) Entries for Club Competitions are to be entered on the appropriate sheet located on the Club Notice Board.
- (f) The appropriate entry fee is to be paid at the time of lodgment entry. Use the provided envelope, fill in the fixed label, and place in the Podium letter box. An entry fee not paid by the closing date for entries will cause the entry to be invalid. Entry fees cannot be refunded after the date for the close of entries. The recommended minimum number of entries for men's competition is 14 and the recommended number entries for ladies competitions is 8. The Tournament Committee reserves the right to vary the required entry numbers, if necessary, to achieve a competition.
- (g) The Tournament Committee shall appoint a Club Co-coordinator to liaise with the Bowls Committee
- (h) Club uniform is to be worn for all Rounds of Club Competition matches.
- (i) The Tournament Committee reserves the right to alter or amend the Tournament programmed as necessary, or as required.

9.2 Club Championships

(a) Club Minor Championships

- (i) A member, who has previously won the Club Minor, Club Singles Championship or President's Handicap is unable to register an entry for the Club Minor Singles Championship.
- (ii) A member, who has played in the top 2 sides for 5 games (Saturday Pennant) or more in the previous season and/ or current season up to the closing date for the competition shall be unable to enter.
- (iii) A member, who has played in the top side or mixed top side (Midweek Pennant) or more in the previous season or current season up to the closing date for the competition, shall be unable to enter.
- (iv) Minor Championships games: Rounds 1/2 are to be played on the advertised first day of the, tournament. The final day is to be played on the advertised day, and at the advertised time. All other rounds are to be played on or before the listed date for completion. All entrants are to be available for Round 1 of day 1 of competition, for duties as Markers for Round 1.

(b) Club Singles Championship (Men & Women)

- (i) The Club Singles Championship (Men & Women) is open to all financial club members, and have paid the necessary entry fee prior to the commencement of play of Round 1
- (ii) Rounds 1 /2 are to be played on the advertised first day of the tournament. The final day is to be played on the advertised day, and at the advertised time. All other Rounds are to be played on or before the listed day and at the advertised time. The final day of competition is to be played on the advertised day of and time. All entrants are to be available for Round 1 of Day 1 of competition, for duties as Markers for Round 1.

(c) Presidents' Handicap:

The Presidents' Handicap is open to all financial members of the club. The Player Handicap shall be set by the relevant Selection Committee for men's and ladies events. Round 1 /2 are to be played on the advertised first day of the tournament. The final Day is to be played on the advertised day and at the advertised time. All other rounds are to be played on or before the listed date for completion. All entrants are to be available for Day 1 of competition. All other Rounds are to be played on or before the listed day and at the advertised time. The final day of competition is to be played on the advertised day of and time. All entrants are to be available for Round 1 of Day 1 of competition, for duties as Markers for Round 1.

(d) Cancellation of allocated time of play due to weather conditions:

Players affected by a cancellation of play due to weather conditions are to arrange for an alternate time/day of play. Play must take place on the allocated rink. The skips are to advise the Tournament Committee of the change.

(e) Markers

Markers for the first round of the singles competition shall be arranged. Markers for the following rounds are to be arranged from the loser of the previous match. Markers are to wear Club Uniform

(f) Game Times

- (i) All Championship Games are to be played on the designated day and time unless previous arrangements have been made with the Tournament Committee. (Tournament Manager)
- (ii) Any Club Championship game not played by the designated day and time shall be deemed to be forfeited, and walkover given to the non-offending team.
- (iii) All players are to be available for play on Day 1 of competition.

(g) Substitute Players

A substitute player may be used should a member of a Pairs, Mixed, or Fours team be unavailable at the time of completion, provided,

- (i) the Tournament Committee has been advised,
- (ii) the substitute player may only play in the position of third, second, lead.

The substitute is not to play SKIP

(h) Weather Conditions:

(i) Hot Weather.

If during a Club Championship match, the temperature reaching 36 degrees C, on our greens (this temperature being the same as for Saturday and Midweek Pennant, then play will cease, and recommence as soon as possible, as the temperature drops below the above limit. Play will recommence on the same rink.

(ii) Wet Weather.

If during a Club Championship match play is interrupted, due to rain, then the match shall continue as soon as possible, on the same rink, when it is suitable to do so.

10. CODE OF CONDUCT

- (a) This code is to ensure that Club members maintain the highest standards of conduct within the Club.
- (b) Also to ensure excellent sportsmanship in their interaction with each other and in representing the Club at bowling events.
- (c) No violent or abusive behavior will be tolerated on the Club premises (Any infringement of this rule may be brought to the attention of the Board which will have the power to levy a fine not exceeding \$500.00 on the offending member.
(This member will not be able to make use of the Club facilities until such fine is paid)
- (d) Members introducing guests are responsible for their behavior.
- (e) Members should at all times show courtesy and respect for others regardless of their level of ability gender, race or religion.
- (f) Members should demonstrate good sportsmanship at all times.
- (g) In line with The Responsible Serving of Alcohol anyone who is deemed to be intoxicated will be refused further alcoholic drinks. Alcoholic drinks are prohibited in the car parks. In keeping with the Liquor Licence Laws, no alcohol purchased outside the Club may be brought onto the premises or into the grounds.
- (h) The consumption of alcohol is not permitted by pennant players during the playing of all pennant matches. The following is excluded:

Afternoon tea break if taken during Saturday Pennant
Lunch time break if taken during Midweek Pennant

- (i) Smoking is not permitted within the Club or within 12 metres of the entrance.
- (j) No member will remove from the Clubhouse or deface or injure any article belonging to the Club.(Any members removing, breaking or damaging any article which is the property of the Club will be liable to pay for it at a price set by the Board).

- (k) Members shall dress in an acceptable manner at all times.

11. HEALTH AND SAFETY

- (a) Mooroolbark Bowls Club is committed to maintaining a safe and healthy environment for members, visitors and other people within its facilities, and as such recognises its responsibilities with regard to safety, health and well being of staff, officials and members.
- (b) The Club's formal policy together with legislation imposes on staff, members and officials, a duty to take all reasonable care for their own safety and the safety of other members and visitors.
- (c) To this end the Club will make every effort to ensure the safety of its members by:
 - (i) Providing and maintaining a safe and healthy environment.
 - (ii) by making all members aware that it is their duty to bring to the attention of the staff/officials anything that they consider to be a hazard to health or safety.
 - (iii) Ensuring all electrical equipment is regularly tagged by a qualified electrician.
 - (iv) Making sure all members using any machinery or equipment are trained to use them safely.
 - (v) Displaying emergency and evacuation procedures.
 - (vi) Recording all incidents and accidents that occur at the Club.
To take all practicable steps to prevent a re-occurrence of any incident or accident.
Both the accident and the incident books are held behind the bar.
 - (vii) Carrying out regular risk assessments.
 - (vii) Ensuring all members are given reasonable opportunities to participate in first aid courses, refresher courses and courses about the use of the AED (defibrillator).
The First Aid kit will be regularly checked and supplies replaced as needed,
- (d) Ensuring all members are aware of our "Blood Policy" to be found just inside the front entrance.
- (e) Ensuring that all members handling food on the premises have a Food Handling Certificate.
- (f) Taking all measures necessary to protect the members from the effects of excessive heat in line with the requirements of Bowls Victoria rules.
This means that when the temperature measures 36C on our greens Midweek Pennant players must cease playing. Play may be resumed if the temperature drops but Midweek Pennant matches must be concluded by 4pm. For Saturday Pennant, bowlers must cease playing when the temperature is 36C. Play may be resumed if the temperature drops but Saturday Pennant matches must be concluded by 6.30pm. For all other games of bowls, bowlers must cease to play when the temperature reaches 36C on our greens.
- (g) Smoking is not allowed in the Clubhouse or on the greens.

12. VISITORS

- (a) Members of the Club may bring up to 4 guests to the Club during the hours in which it is lawful to supply the guests with liquor, provided that no person shall be introduced as a visitor who has been expelled from membership of a bowling club or shows conduct or presence on the Club's premises that shall be considered objectionable or prejudicial to the interests of the Club.
- (b) No Member shall bring the same guest to the Club on more than twelve (12) occasions in each calendar year. This shall not apply to the spouse or immediate family of the Member.
- (c) The names of all guests and the names of the Members introducing them shall be recorded in a book kept for that purpose, and the introducer shall be responsible for their conduct and any damage they may cause while in the Club. Such visitors shall only remain in the Club during the pleasure and in the presence of the Member introducing them to the Club.
- (d) The foregoing restrictions shall not apply to visitors attending a particular function or particular occasion conducted on the licensed premises in respect of which a limited license has been obtained under the Liquor Control Reform Act 1998.
- (e) The privileges of this Rule may be withdrawn by a majority decision made at a Board or Special Board Meeting called for such purpose
- (f) Guests may be allowed to take part in games, but not to the exclusion of Members of the Club.
- (g) Members introducing guests are held responsible for their behavior and any debts contracted by them to the Club.
 - (i) No more than 299 persons being such number as the licensed premises can adequately accommodate will be permitted on the licensed premises at any one time.

13. CLUBHOUSE OPEN

The Clubhouse shall be open to members for such times, and on such conditions, as may be decided by the Board from time to time.

14. DAMAGE TO PROPERTY

- (a) No Member shall remove from the Clubhouse or deface or injure any article being the property of the Club.
- (b) Members removing, breaking or damaging any article, the property of the Club, shall pay for the same at a price fixed by the Board.

15. BORROWING CLUB PROPERTY

Club property may only be borrowed upon written request by a member and consequent approval and on the conditions laid down by the Board

16. HONORARY SOLICITOR

There may be an Honorary Solicitor to the Club, who may be appointed by the Board upon such terms and for such period as such Board shall direct.

17. CATERING & SPECIAL FUNCTIONS

17.1 Bookings:

All bookings are subject to the approval of the Board of Management.

The Booking Officer is to take all bookings for the hire of the Clubrooms, enter the booking in the events calendar and liaise with the Bar Manager.

The Bar Manager will ensure availability of Bar Staff if required.

The Administrative Director will arrange electronic door opening and closing times with the security service provider and the cleaning contractor.

17.2 Who we hire the Clubrooms to:

- (a) Members and members' immediate family
- (b) Community and social groups
- (c) Essential Services groups
- (d) Sponsors
- (e) Outside Groups- subject to the approval of the Board of Management

All bookings must be made through the Booking Officer and be entered in the functions book

17.3 Conditions of hire of the Clubrooms

- (a) Users may self-cater their function or use outside catering.
 - i) If self-catering, a food handler's certificate is required for the person in charge of the kitchen. Evidence to be provided prior to proposed function.
 - ii) If outside catering is being used the hirer must ensure that the caterer has a relevant food handling certificate and insurance. Evidence to be provided prior to proposed function.
- (b) The bringing of alcohol onto Club premises is strictly prohibited. Alcohol can only be purchased from the Club bar.

- (c) Visitors/guests are to sign the Visitors Book on arrival.
- (d) The named person hiring the Clubrooms will be responsible for leaving the Clubrooms including the kitchen in the same condition as initially provided to them.
- (e) The named person hiring the Clubrooms will be responsible for any damage sustained to the building, contents and the grounds during the period of hire.
- (f) The named person hiring the Clubrooms is responsible for the good behaviour of all guests.
- (g) Clubrooms are NOT to be hired on any occasion that will manifestly inconvenience club members. The use of the Club for private functions does not in any way preclude members from entering or using club facilities. However members should use discretion in this regard.
- (h) The nominated hirer must return the premises in a clean and undamaged condition

17.4 Functions not permitted

Hens and Bucks parties.

All other functions may be permitted at the discretion of the Board of Management

17.5 Hire of Clubrooms Fees

Refer to the Fees for the Hire of MBC Clubrooms Form available from the Booking Officer.

18. AREAS OF RESPONSIBILITY

18.1 GREENS MANAGER

The Greens Manager shall:

- (a) Liaise with the Mid-week and Saturday selection committees regarding the condition and allocation of the greens for bowls.
- (b) Subject to the concurrence of the Board Finance Director, have power to order the materials and procure extra assistance if required for maintaining the greens in good order. This will be in addition to a petty cash allocation of up to \$200 for minor expenditure relative to greens maintenance, petrol, etc.
- (c) Ensure that all machinery is kept in good working condition.
- (d) Arrange Committee Meetings when required. Prepare an agenda for meetings based on requests from the Board and information received from the Greens Contractor. Provide Minutes of meetings or other Reports to the Board Meetings (usually monthly to coincide with their Meeting).

- (e) Regularly liaise with the Greens Contractor on all matters relating to the preparation and maintenance of the grass greens, including renovations, and any requirements for equipment maintenance.
- (f) Ensure a list of rink requirements is provided to the Greens Contractor on a regular basis.
- (g) Arrange for volunteer members to conduct minor maintenance of mechanical equipment wherever possible and record action, if appropriate, in the maintenance register retained in the equipment shed.
- (h) Arrange for volunteer members to conduct maintenance of greenside equipment such as ditch rubbers, boundary pegs, rink markers, scoreboards and shelters.
- (i) Prepare a roster of Committee Members relative to duties required on weekend Championship event finals days of play only, in accordance with details published in the Member's Handbook.

18.2 TOURNAMENT COMMITTEE MANAGER

- (a) The position of Tournament Committee Manager shall be elected at the Bowls Section AGM of MBC.
- (b) The Tournament Committee Manager is responsible to the Bowls Section Committee
- (c) The Tournament Committee Manger is to forward to the Administrative Director of the Board, a copy of Meeting minutes, and Tournament Committee reports.
- (d) The Tournament Committee Manager shall chair all Tournament Committee meetings.
- (e) Appointment of Tournament Committee
 - (i) Six (6) representatives from each Bowls Section (Men & Women) shall be elected at the respective Bowls Section AGM.
- (f) Role of the Tournament Committee.
 - (i) Arrange the Bowls programme for the ensuing year.
 - (ii) The programme shall include Bowls Victoria requirements, Eastern Ranges Bowls Region arrangements, and MBC bowls requirements i.e., Club Championships, Club Tournaments, Social Bowls.
 - (iii) Conduct and oversee all Club Championships, Club Tournaments, and Social Bowls.
 - (iv) To keep operational records and financial records for all events.
 - (v) Liaise with the sponsorship Committee to allocate sponsorship positions and sponsorship
 - (vi) Liaise with the person responsible for printing the Club Handbook.
- (g) Bowls Victoria and Eastern Ranges Bowls Region Events
 - (i) Arrange for the necessary officials to be available for any of the above events e.g. manager, umpire, markers.
 - (ii) Arrange volunteers for kitchen duty.

- (iii) Liaise with the Greens Manager and the Administrative Director to ensure the greens are prepared and that the Club doors are open.

18.3 BAR COMMITTEE

- (a) The Bar Manager and committee shall be approved and appointed by the Board.
- (b) The Bar Manager shall supervise and control the purchase and sales of alcoholic drinks, soft drinks and sundries. He will also recommend price increases for Board approval.
- (c) The Bar Manager will be responsible for the Bar roster and for the rostered staff to obtain a Responsible Serving of Alcohol Certificate for which the Club will cover all costs.
- (d) The Bar Manager, or his committee, will be responsible for the sales accessories e.g. Hat bands, Grippo etc. and be responsible for re-ordering.
- (e) The Bar Manager may co-opt members of the Club when and where necessary to assist in carrying out all duties to ensure the efficient running of the Bar.
- (f) The Bar Manager or representatives appointed shall collect and bank all monies from the bar operations. All accounts shall be forwarded to the bar treasurer to be passed for payment or recorded in Club records.
- (g) The Bar Manager or representatives shall collect and bank all takings and shall provide a monthly financial performance report of the bar accounts to the Finance Director.
- (h) The Bar Manager will report on all matters to the Board and where necessary attend Board meetings to report on bar activities.
- (i) Daily, Reconcile cash in till to cash register takings.
- (j) Weekly banking to reconcile with cash register takings
- (l) Stock take to be completed every two months
- (m) Bar Performance report to be completed every two months in conjunction with stock take.

18.4 THE BOOKING MANAGER

- (a) All requests for the use or hire of the Club should be directed to the Booking Manager.
- (b) The Booking Manager will keep a calendar of outside events involving the use of the Club.
- (c) The Booking Manager will have a tariff of fees to be charged for the use of the Club. If a Club member is using the premises there will be no charge. If we are not doing the catering a charge will be made for the use of the kitchen.
- (d) The Booking Manager will be responsible for collection of the fee for hiring the Club. If we are not catering for the event he will collect the "bond" and return it if no damage or cleaning costs have been incurred.

- (e) The Booking Manager is responsible for overseeing the evidence of ABN and relevant certificates for outside caterers.
- (f) The Booking Manager is responsible for obtaining a signed agreement of a named person who will be responsible for an event.
- (g) The Booking Manager will ensure that all the relevant sections of the Club are informed about an event i.e.:
 - (i) The Bar--for bar staff and for these members to be aware they are responsible for the overseeing of security.
 - (ii) The Catering Manager must be informed if we are required to do the catering. Full details of the event must be obtained, given to the Catering Manager for a costing to be given to the hirer.
 - (iii) The Administrative Director should be informed so that the "door opening" times can be adjusted accordingly.

18.5 THE CATERING MANAGER

- (a) To liaise closely with the Booking Manager who will inform the Catering Manager about any event requiring in house catering.
- (b) To cost events as promptly as possible and inform the Booking Manager of the charges we have to make for food.
- (c) To make sure enough volunteers are available to make the event run smoothly.
- (d) To ensure the kitchen is left in good order after the event.
- (e) When the Club is catering for an event the Catering Manager will be responsible for collecting the "bond". Any costs incurred because of damage or for additional cleaning will be met by the bond before setting it against the cost of food.
- (f) If any organisation contacts the Catering Manager direct about hiring the Club or using the Club this request should be passed immediately to the Booking Manager.

18.6 PROMOTIONS COMMITTEE

Shall be responsible for:

- (a) Promoting the Club, its bowling and social activities.
- (b) Arranging meetings of the Committee as and when appropriate
- (c) Reporting to the Board relative to the recruitment and enrolment of new members
- (d) Ensuring that all new members are provided with appropriate material and integrated into the Club.
- (e) Ordering appropriate material aimed at new members, from Bowls Victoria or other avenues.
- (f) Maintaining stock of promotional material.

- (g) Maintaining stock of membership material.
- (h) Preparing a budget for the upcoming year of operation.
- (i) Organising, sponsoring, negotiating, and publishing of the Club Newsletter (The Barking Dog)
- (j) Responsibility for internal and external marketing and promotion of the Club.

18.7 SPONSORSHIP

- (a) The Sponsorship Committee shall be appointed at The Club's AGM.
- (b) The Chairman shall be elected from within this Committee.
- (c) Any Sponsor is only to be approached by a member of the Sponsorship Committee.
- (d) Existing sponsors should be approached each year for their continued sponsorship.
- (e) The Sponsorship committee should maintain a continuing financial record of all sponsorships.
- (f) Sponsorship funds are to be passed onto the Tournament Committee for distribution with the approval of the Board.

18.8 SOCIAL COMMITTEE

- (a) Organise and run Club Social Functions.
- (b) Submit programme for year with the Board for inclusion in Year Book
- (c) Book any entertainment
- (d) Liaise with the Catering Manager regarding times and dates of functions
- (e) Liaise with the Bar Manager regarding times and dates of functions
- (f) Liaise with the Board for security to be informed re closing time
- (g) Expenditure of more than \$200.00 must be approved by the Board
- (h) Ensure necessary assistance is in place prior to any event
- (i) Chairman (Social Secretary) to be appointed at the AGM
- (j) Committee Members to be appointed at the AGM
- (k) Treasurer to be appointed by the Social Committee
- (l) Minutes of all Meetings must be forwarded to the Board

- (m) Maintain a record of all expenses and a list of previous entertainers with relevant details such as charges and contact numbers
- (n) Notices displayed in the Clubhouse advertising any event shall be deemed to have been communicated to all members.

18.9 WELFARE COMMITTEE

(a) PURPOSE:

The Welfare Committee is a committee of Past Presidents charged with distributing funds from the Welfare Fund where it can, to those members of the Club in need of assistance.

(b) RULES

Welfare Committee consists of six (6) members. Those to include the Sunshine Lady and four (4) Past Presidents under the Chairmanship of the Club's Executive Director who only has a casting vote

However no member is excluded from election if it is felt it would be an asset to the Committee.

This Committee is elected annually by the Board of Directors at their first meeting following the AGM

A quorum is four (4) members of the Committee plus the Chairman.

The Chairman only has the casting vote.

(c) GUIDELINES

The following Guidelines must be followed in the Welfare Committee's decision making.

- (a) A case may arise through the request of the club member whether or not that member is the proposed recipient of the funds.
- (b) Each case is treated on its merits at the absolute discretion of the Committee.
- (c) The maximum expenditure on each case is \$250 in one calendar year.
- (d) Such expenditure is intended as short term assistance and is not intended to replace low cost help provided by other agencies and family.
- (e) Bereavement situations are to be attended to by the Sunshine Lady without the Committee's approval. If the wake for a member is held at the Club, sandwiches will be provided at no charge.
- (f) A record of each payment must be kept and countersigned by the Chairman and the recipient.

- (g) The Sunshine Lady to arrange catering for funerals as she is usually the first contact the family has with the Club.
- (h) Details of the Welfare Committee are to be listed in the fixture book and also displayed on the Club's notice board.

Appendix

Alterations to Club Rules

Alteration Date	Rule No/Content
18 th May 2014	3(g) – Amendment to membership percentages. Notice of Motion #1 – AGM Annual Subscriptions & Affiliation Fees.
17 th May 2015	6.4 (b) – Addition of an additional Vice President to the Officers of the Committee.
15 th May 2016	6.2(a) Section Ordinary and Annual Meetings The Section may hold such meetings of its members (known as Midweek Pennant Meetings and Saturday Pennant Meetings) as convened under the Club Rules, but shall hold a Section Annual Meeting at such date and place the Section (Bowls Section) determines and shall not be more than 30 days before, but prior to the Annual General Meeting of the Club. (amendment in bold) – to allow both AGM’s to be held on the same day.
9 th September 2018	2 c – add Nominee after Administrative Director
	2 e – add Nominee after Administrative Director
	2 d (i) new clause - If after exhibition for 7 days there are no objections received the Application for Membership shall be accepted. If any objections are received in writing by the Administrative Director or Nominee then the Application for Membership shall be forwarded to the Board of Directors for review and ballot.
	2 d (v) new clause - A probation period of 6 months will apply to all new members. The Administrative Director or Nominee will review the application with reference to Rule 10 – Code of Conduct at the end of the period and if required forward the review to the Board for determination. If the member has not satisfied the Board that they are a suitable member the Administrative Director or Nominee shall notify the member in writing within 7 days of the decision. Members who have satisfied the probation requirements need not be notified.
9 th September 2018	10 h new clause - The consumption of alcohol is not permitted by pennant players during the playing of all pennant matches. The following is excluded: Afternoon tea break if taken during Saturday Pennant Lunch time break if taken during Midweek Pennant Old clauses (h), (i) & (j) re classed as (i), (j) & (k).
7 th July 2023	Rule 17 – Hire of Clubrooms New wording as authorized by the Board of Directors. 17.1 – 17.5
