

BY-LAWS OF

Toongabbie Bowling Club

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1. DEFINITIONS

In these By-Laws, unless there be something in the subject or context inconsistent therewith:

“AGM” means the Annual General Meeting of the Club.

“Board” means the Board of the Toongabbie Sports and Bowling Club Limited ACN 001 050 371.

“Club” means the Toongabbie Bowling Club.

“Club Notice Board” means a board designated as such and located in a conspicuous place within the Club premises on which notices for the information of members are posted.

“General Meeting” means any scheduled meetings of the Club Management Committee and the Club Members.

“Management Committee” means a body elected by Bowling Members to administer this Constitution and to perform duties as outlined in these By-Laws.

“Match Committee” means a body established by the Constitution to perform duties as outlined in these By-Laws.

“Parent Club” means the Toongabbie Sports and Bowling Club Limited ACN 001 050 371.

“Secretary Manager” means Secretary Manager or Chief Executive Officer (CEO) of the Parent Club.

“Selection Committee” means a body established by the Constitution to perform duties as outlined in these By-Laws.

2. BY-LAWS

- 2.1 The Management Committee may alter or repeal a By-law as it may deem necessary or expedient for the proper conduct and management of the Club.
- 2.2 These By-Laws, and any new By-Laws, shall come into force and be duly operative upon posting on the Club Notice Board for a period of not less than 21 days.
- 2.3 These By-Laws are to be read subject to the Club Constitution and in the event of any inconsistency, the Club Constitution shall prevail.
- 2.4 These By-Laws are binding on each member of the Club in the same manner as if each member had subscribed his name thereto.
- 2.5 Words importing the singular include the plural and vice versa.

3. GENERAL

- 3.1 Members will at all times regard the greens and environments as Parent Club property and as such ensure that they do not cause damage to such property. Play and practice on the Club's greens will be at the discretion of the Match Committee, Bowls Secretary or Management Committee.
- 3.2 Any breach of the Club Constitution and these By-Laws will be dealt with as an offence under the Parent Club Constitution.
- 3.3 A copy of these By-Laws shall be available for inspection by any member through arrangement with the Committee Secretary.
- 3.4 Notwithstanding any Rule contained in the Club Constitution, any person who is not a Financial Bowling Member of this club shall only be entitled to play social bowls only if authorized to do so by members on the Management or Match Committees.

4. STAFF

- 4.1 No member of the Club shall reprimand any servant of the Parent Club or direct such servant in his duties.
- 4.2 Any complaints regarding the staff should be directed to the Chief Executive Officer.

5. CONTROL OF GREENS AND GAMES

- 5.1 The Laws of Bowls Australia and the Conditions of Play of Bowls NSW shall be enforced in all games played on the Club's greens where such Laws or Conditions are applicable.
- 5.2 It is the intention of the Management Committee that all members of the Club who participate in the game of bowls should have fair and reasonable use of the greens and that maximum use should be made of the greens, keeping in mind the need to maintain the greens in first class condition.
- 5.3 The greens or any portion thereof may be closed for play for any period by order of the Management Committee or the Match Committee.
- 5.4 Subject to unavailability for maintenance etc., greens will generally be made available as determined by the Match Committee.
- 5.5 Bowling members may practice at any time on days other than Mondays at the direction of the greenkeeper provided the greens are not otherwise in use.
- 5.6 The Match Committee may take control of any days for special events. Pennants, Club Championships (Men's, Ladies', and Juniors) and State, Region events take precedence over social bowls.
- 5.7 The Match Committee will determine starting times of all competitions.
- 5.8 There shall be no play on the greens or any portion thereof if at any time a member of the Management Committee, Greenkeeper or appointed person present decides that conditions are such that play would damage the greens.
- 5.9 Members are not permitted to practice unless correctly attired in approved bowls dress where organised play is in progress on the same green.
- 5.10 After the event of the day is completed, greens shall be available for practice, coaching and the like.
- 5.11 New bowlers are not permitted to use the greens until cleared to do so by the Match Committee on the recommendation of a Club coach.
- 5.12 Smoking is not permitted on, or within 2.0 metres, of any bowling green playing surface.

6. DUTIES OF MANAGEMENT COMMITTEE AND COMMITTEE MEMBERS.

- (a) At the first meeting of any newly elected Management Committee, members of the Committee will be allocated duties such as but not confined to:
 - (i) Liaison with the Parent Club.
 - (ii) Social Activities of the Club.
 - (iii) Sourcing and Liaising with Sponsors.
 - (iv) Upkeep of Bowling Green amenities.
 - (v) Scheduling of Raffle Duties.
 - (vi) Locker allocations and payments.
 - (vii) Region Representative/Delegate.
 - (viii) Administration of Social Media.
- (b) Re-allocation of any duty may be carried out at any scheduled Management Committee Meeting.
- (c) At its first Meeting after election the Management Committee shall appoint such delegates to the Bowls Association as required and any other body to which The Club is entitled to representation.
- (d) To attend Management Committee Meetings and any other meetings as required by Management Committee.
- (e) To be part of any other subcommittee as nominated by the Management Committee.
- (f) Be available for rostered activities of The Club.

7. MANAGEMENT COMMITTEE MEETING ORDER OF BUSINESS

The President or Chair of the Meeting may alter the Order of Business.

7.1 Minutes:

- (a) Receiving of Minutes.
- (b) Business Arising from the Minutes.
- (c) Amendments and/or Alterations needed to correct any Minute.
- (d) Report of completed and any outstanding actions.
- (e) Adoption of the Minutes.

7.2 Correspondence.

7.3 Reports:

- (a) Treasurer's Report.
- (b) Delegates Report of meeting attended.
- (c) Bowls Secretary's Report, including:
 - (i) Match Committee Report.
 - (ii) Selection Committee Report.

7.4 Membership

7.5 Items for which due notice has been given.

7.6 General Business.

8. DUTIES OF SELECTORS

- (a) To recommend grading of teams and to select teams for pennant fixtures and any other competitive fixtures where the Club is to be represented as a club.
- (b) Post on notice board all team selections.
- (c) Ensure an availability list for teams is posted on the notice board for all Pennant fixtures
- (d) Maybe required to assist in the selection of social bowls.
- (e) Be available for rostered activities of The Club.

9. DUTIES OF MATCH COMMITTEE

- (a) To nominate pennant sides.
- (b) To arrange all competition matches, internal and external.
- (c) To arrange and delegate organisation of social bowls.
- (d) To post on notice board all fixtures and notices.
- (e) To prepare annual bowls program.
- (f) To co-operate with Bowls NSW and the Region Association with the running of their programs.
- (g) Be available for rostered activities of The Club.

10. DUTIES OF BOWLS SECRETARY

- (a) To Chair the meetings of The Match Committee.
- (b) To oversee and co-ordinate all bowling activities of The Club.
- (c) To furnish match results to recorders and media.
- (d) To present regular reports to the Management Committee on the activities of the Match and Selection Committees.
- (e) Maintain members registration and pennant gradings, in conjunction with the Committee Secretary.

11. DUTIES OF TREASURER

- (a) Receive all monies and pay all accounts after due and proper authorization.
- (b) Maintain proper books of accounts and submit detailed statements to the Management Committee as required and to the Annual General Meeting.
- (c) Supply such information, details and statements as may be required by the Board of the Registered Club from time to time.

12. DUTIES OF COMMITTEE SECRETARY

- (a) Issue notices and keep minutes of meetings.
- (b) Maintain membership list, in conjunction with the Bowls Secretary.
- (c) Receive and dispatch correspondence and submit such reports as may be required.
- (d) To oversee the Constitutional requirements for all Elections.

13. LOCKERS

- 13.1 Members shall be given the use of lockers as available for an annual fee established by the Management Committee.
- 13.2 Lockers shall be allocated to members in order of receipt of application.
- 13.3 The Club shall not be liable for any loss or damage to bowls, or any other property, left by members in lockers or in any part of the Parent Club premises.
- 13.4 No property shall be left in the locker room other than that wholly contained within a locker. Any property so left shall be removed and disposed of at the discretion of the Management Committee.

14. CLUB COLOURS

The Management Committee may from time to time determine or vary the colours or distinguishing badges of the Club to be worn or displayed by its members. The Club colours must conform with the requirements of Bowls New South Wales and the Parent Club.
