

NORTHERN SUBURBS BOWLS CLUB Inc.

BY-LAWS



Revised By-Laws in response to the adoption of the Clubs Queensland “NSBC Constitutional Rules” at the AGM held 26th Feb, 2022 and approved by Office of Fair Trade 27th May 2022.

Revised By-Laws Adopted 12th Aug 2022

BY-LAWS OF THE NORTHERN SUBURBS BOWLS CLUB INC.

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NB: To be read in conjunction with NSBC Constitutional 'Model' Rules as adopted at the AGM held 26th Feb 2022, and approved by OFT 27th May 2022.

1. RETURNING OFFICER:

At the first Management Committee meeting each year, the Management Committee shall appoint a Returning Officer whose duties shall be:

- i) To conduct a draw for positions on the ballot papers
 - ii) To issue such ballot papers
 - iii) To collect and count such ballot papers, after voting takes place, at the Annual General meeting and subsequent General Meetings.
- a. The Returning Officer shall liaise with the Secretary regards the preparation of ballot boxes. They shall ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are correctly located for the lodgement of same
 - b. The Returning Officer will enlist the assistance of such number of scrutineers as required to conduct the ballot. Neither the Returning Officer nor any scrutineer shall be a candidate in such ballot.
 - c. The Returning Officer shall advise the Chair of the meeting the result of the scrutineers count and the Chair shall announce the result to the meeting.
 - d. The ballot material shall not be destroyed without the authority of a motion passed at the meeting and it shall be the duty of the Returning Officer to carry out such instruction.

2. ELECTION AND BALLOT PROCEDURES

- a. Nominations for members of the Management Committee shall be made in accordance with the NSBC Constitutional Rules.
- b. Voting shall be by secret ballot. Only current financial Full Ordinary, Dual and Life Members (present at the meeting) shall be supplied with ballot papers.
- c. The method of voting shall be to delete the name or names of the candidate or candidates not required by the voter.
- d. The results of each ballot shall be determined on "First past the post" principle. If there be an equal number of votes for two or more candidates for the last remaining position in a ballot, a further ballot shall be conducted between the two tied candidates.
- e. If insufficient nominations are received for the positions of elected Management Committee members, the candidates so nominated shall be declared elected and the meeting shall proceed to fill any remaining vacancies, and, if necessary conduct a ballot, but with nominations from the floor of the meeting.
- f. Ballot papers may be issued to those entitled to vote not more than thirty(30) minutes prior to the meeting being opened. The votes shall not be collected by the Returning Officer until the Chair of the meeting announces the closing of the ballots.
- g. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots. Before closing the ballot the Chair of the meeting shall introduce to the meeting any candidate for election who is not well known to the members, if such candidate be present at the meeting.
- h. In the case of a ballot being necessary to resolve a matter other than election, members shall indicate their choice on ballot papers in a manner specified by the Chair of the meeting.

3. ABSENTEE VOTE — Applicable only to AGM

- a. A member requiring an absentee vote shall make application to the Secretary in writing.
- b. The Secretary shall provide sufficient ballot papers (If necessary) with the names of candidates written or printed thereon at least seven (7) days prior to the meeting to enable members unable to attend the Annual General Meeting to cast a written ballot via mail or e-mail.

The Secretary shall -

- i) Issue the voting paper in accordance with By-Law 3(b) and record the issue thereof,
- ii) Initial the voting paper once received by mail or e-mail,

- iii) Check that the envelope containing the complete voting paper is sealed and initial same,
- iv) Store the envelope in a secure place until the Annual General Meeting,
- v) Verify that the member is not at the Annual General Meeting, and
- vi) Hand the envelope to the Returning Officer at the Annual General Meeting.

4. DUTIES OF MANAGEMENT COMMITTEE MEMBERS

- a. (i) **Chair:-** *NB: Chair is referred to as 'President' in Model Constitutional Rules.*
The Chair of the Management Committee shall be responsible subject to the directions of the Management Committee and General meetings of members for the overall administration of the Club. The Chair shall preside at all meetings and functions of the Club. The Chair shall attend to the carrying out of the decisions of the Club or Management Committee and generally see that the members are properly accommodated and the Constitution of the Club is fully adhered to by all members. The Presidents of the respective sections shall preside on days which involve bowling events only. For more detail, refer to Position Description—Chair.
- (ii) **Deputy Chair:-**
In the absence of the Chair the Deputy Chair shall assume the responsibilities of the Chair .
- b. (i) **Secretary:-**
The Secretary shall keep all such books and records as may from time to time be required by the Liquor Act, 1992, and the Incorporation Act, 1981, or any amendments thereof and furnish all necessary returns or information to the Brisbane City Council, Office of Liquor and Gaming Regulation and the Office of Fair Trading.

The Secretary shall keep a faithful record of the business transacted at all meetings, issue notices of all meetings connected with the Club and keep a list of members and their addresses.

The Secretary shall receive all correspondence and reply thereto as the Management Committee may direct. The notice calling the Annual General Meeting shall have attached to it the Club's Annual Report and a note of Clause 35 of the Constitution. Should the Secretary be absent or ill, or neglect or refuse to do anything required by the By-Laws, the Management Committee shall have power to invite and appoint any other member of the Club to act in that capacity. For more detail, refer to Position Description—Secretary.

(ii) **Secretary-Manager (Paid)**:- (If Employed)

The duties of the Secretary/Manager, who is an employee, who is appointed by the Club's Management Committee, shall be responsible for the duties of Secretary as set out in 4(b)(i) of these By-Laws. In the absence of an Operations Manager, duties shall also include the general management, promotion and supervision of the business and activities of the Club and shall be directly accountable to the Management Committee.

c. **Treasurer**:-

The Treasurer shall keep a record of the receipts and expenditure and keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature; report the financial position of the Club at each monthly meeting of the Management Committee, and present accounts for payment at each monthly meeting of the Management Committee for ratification. They shall also advise the Management Committee of any unfinancial members.

The Treasurer shall also submit to the Annual General Meeting a statement of accounts for the preceding year, and said accounts to be audited by a person approved by the Office of Fair Trade. Should the Treasurer be absent or ill, or neglect or refuse to do anything required by these By-Laws, the Management Committee shall have the power to invite and appoint any other financial member of the Club to act in that capacity. For more detail, refer to Position Description—Treasurer.

d. **Greens Coordinator**:-

The greens shall be under the full control of the Management Committee, but it may delegate its authority to the Greens Coordinator, who shall take responsibility to ensure the maintenance of a good playing surface. Their decision shall be final regarding the question as to whether any green or rinks are in a fit state for use or not. In their absence, members of the Management Committee present or Convenor of the day shall be responsible for making a decision regarding the suitability of the green or greens for play.

They shall, subject to the agreement of the Management Committee Chair, have power to order the necessary material and procure extra assistance if required for maintaining the greens in good playing order. They shall present a written report regarding the greens to each monthly meeting of the Management Committee. For more detail, refer to Position Description—Greens Coordinator.

e. **Games Planning Coordinator:-**

The Games Planning Coordinator shall form, and be Chair of a Sub Committee comprising the Presidents and sectional Games Directors who shall:-

- i) Compile a Calendar of Events for the year which shall incorporate all Bowls Queensland, representative BDBA events, all annual club events and any other special events.
- ii) In conjunction with the respective Presidents, they may appoint special games convenors who will submit conditions of play for specific events.
- iii) Liaise with the Greens Coordinator to optimise Green utilisation.
- iv) Set nomination fees, other than for normal playing days, including Club Championships, in conjunction with the Treasurer.
- v) In respect of all bowls events they will be responsible for the oversight of ensuring adequate Catering arrangements are made and will liaise with the Events Manager to ensure all arrangements are in hand.
- vi) The Events Manager will be responsible for all other functions involving the Kitchen and Catering operations.
- vii) On request, present a written report to each monthly meeting of the Management Committee. For more detail, refer to Position Description—Games Planning Coordinator.

f. **Building & Maintenance Coordinator:-**

The building and maintenance thereof shall be under the full control of the Management Committee but it may delegate its authority to the Building & Maintenance Coordinator who shall:-

- i) Ensure that the buildings and procedures and systems therein are properly maintained and kept in a good state of repair.
- ii) Make such recommendations to the Management Committee as they think fit, without restricting the generality thereof, the choice of contractors or trades to carry out or perform any work, which may be required as a result of such recommendations.
- iii) Ensure that the Club furniture, furnishings and such other equipment as determined by the Management Committee from time to time, are properly stored, cared for and maintained, and initiate actions to repair or replace worn, damaged or lost items. Maintain an inventory of furniture and equipment normally located in the Club house.
- iv) Be responsible to compile and submit the 5 years maintenance plan to Brisbane City Council as required by Schedule 2: Maintenance Plan in the Lease Agreement. For more detail, refer to Position Description—Building & Maintenance Coordinator.

g. **Operations & Events Manager (Paid):-**

The Operations Manager will be directly responsible to the Management Committee and shall submit a report to each monthly meeting of the Management Committee. Subject to the approval of the Management Committee they shall be responsible for the initial employment and termination of employment of all temporary hospitality or bar staff, be responsible for the ordering and stock take of all bar supplies and be responsible for the rostering of staff. Ensure that the Clubhouse, including the terraces and entrances, are kept clean. Tidy and oversee the work performed by cleaning contractors. For more detail, refer to Position Description—Operations and Events Coordinator.

5. **SUB-COMMITTEES FUNCTIONS:-**

The Chair of the Management Committee shall be ex-officio on all sub-committees.

The Management Committee may appoint sub-committees for any purpose whatsoever. The Chair of each sub-committee shall, when requested, present a written report to each monthly meeting of the Management Committee.

All sub-committees shall meet regularly to deal with matters within the scope of that sub-committee's designated functions.

A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority vote of the members present, and in the case of equality of votes the *status quo* shall be maintained.

The Management Committee Chair shall be advised of any suggestions or decisions reached by the sub-committee. All decisions or suggestions shall be submitted to the Management Committee as recommendations for approval unless the Management Committee has granted prior permission to act on outcomes.

6. **ATTIRE:-**

The Management Committee shall set out a good standard of dress as the minimum requirement in relation to members and visitors within the confines of the Club. Such requirements will be displayed in a prominent position within the club.

7. **ALTERATIONS TO BY-LAWS:-**

In conjunction with Clause 42 of the NSBC Constitution Rules, adoption of alterations and/or additions to these By-Laws shall be made only by resolution of the Management Committee after receiving written notice of the motion not less than one(1) month prior to the meeting at which the motion shall be submitted.

Such Notice of Motion shall be displayed on the Club's Notice Board not less than fourteen(14) days prior to the Management Committee meeting. The meeting may amend such motion and pass it in its amended form, it shall be effective forthwith and shall be forwarded to Bowls Queensland, BDBA for their information only.

8. NOTICE BOARD:-

A Notice Board, upon which all notices shall be posted, shall be placed in a conspicuous position in the club house.

9. THE CLUB COLOURS:-

The Club colours shall be Maroon, Light Blue, Gold and White or any approved combination therein with a preference for Maroon Shorts/Pant/Skirts. .

10. PRESIDENTS - BOWLS SECTIONS:-

The Presidents, or their appointee, of the respective Bowls Sections shall preside on days, which involve bowls events or associated functions. They shall attend to the carrying out of decisions of the Management Committee and generally see that the needs and wishes of members of the respective Bowls Sections are properly attended to and are kept informed on matters effecting their Section.

They shall be ex officio on all Bowls Section Committees/Sub Committees. They shall be responsible for and Supervise the duties expected of all persons holding positions in their respective sections including occasions requiring official representation.

11. a) ASSISTANT SECRETARIES:-

If required, Assistant Secretaries will be appointed by the Management Committee and shall:-

- i) Assist the Club Secretary to maintain a register of members eligible to play bowls.
- ii) Carry out all duties and instructions which the Secretary or Management Committee may direct to be done.
- iii) Report to the Secretary on matters that come to their attention in connection with the affairs of the respective bowls sections.

11. b) ASSISTANT TREASURERS:-

If required, Assistant Treasurers will be appointed by the Management Committee and shall :

- i) Be responsible for the oversight and collection of all monies raised from the Games of the respective Bowls Sections.
- ii) Prepare a Statement of all such monies, which will be lodged, with the Treasurer on a weekly basis.
- iii) Carry out duties and instructions which the Treasurer or Management Committee may direct to be done.
- iv) Report to the Treasurer on matters that come to their attention in connection with the affairs of the respective bowls sections.

12. FUND RAISING / SOCIAL ACTIVITIES:-

When required, the Presidents of the respective bowls sections shall form a combined committee, with power to co-opt, whose duties will include:-

- i) Compiling an annual programme and strategy for Fund Raising.
- ii) Prepare fund raising revenue forecast to assist the Treasurer in preparing a cash flow budget.
- iii) Liaise with **Events Manager** to ensure catering and staff are sufficient to service social activities.

13. GAMES DIRECTORS - MENS AND LADIES BOWLS SECTIONS:-

The Elected Games Directors of the respective bowls sections shall form and Chair a Committee of three (3) with power to co-opt and be responsible for the conduct of all Club Championships, Pennants, District Representative games and social play.

Their duties will include but are not restricted to:-

- i) Compiling conditions of play for club championships and obtaining approval from the Management Committee and seeing that approved conditions of play are implemented.
- ii) Arranging Umpires/Markers and appoint Team Managers when required.
- iii) Determining conditions of play for social play.
- iv) Allocating rinks for championships, Pennants, Representative games/social play.
- v) Prepare Cards for Club Championship games.
- vi) Oversee all Bowls Qld and BDBA Competitions allocated to the Club.
- vii) Advising results of all games to the respective controlling bodies and the media.
- viii) Recommending the appointment of Convenors, for approval by the Management Committee, in respect of weekday open play and night bowls events.

14. SELECTORS - BOWLS SECTION:-

The Elected Selectors (3) for each of the respective bowls sections shall select teams for Pennant matches, Inter Club Games, Club selected social play and all representative games. They shall also assist and prepare cards for all games other than Club Championships.

15. BDBA DELEGATES:-

District Delegates will be appointed by the Management Committee and shall where possible:-

- i) Attend meetings of the Association and vote as instructed by the Management Committee.
- ii) When requested, submit a written report to the Management Committee at the monthly management meeting on the proceedings of the Association.
- iii) Report any urgent business to the Secretary and Games Directors on the next playing day following the association meeting.

16. a) DEAN OF UMPIRES:-

The Dean of Umpires as appointed by the Management Committee shall:-

- i) Be the holder of a National Umpires certificate.
- ii) Keep, or cause to be kept, a register of those Club members who are accredited National Umpires and members who have demonstrated their abilities as Markers.
- iii) Convene meetings of Umpires when required.
- iv) Ensure the Umpires are kept informed of all changes and amendments to the Laws of the Game of Bowls in Australia.
- v) Ensure that Umpire's equipment is kept in proper condition.
- vi) Compile reports as required by State or District Associations.
- vii) Provide guidance for members wishing to qualify as National Umpires.
- viii) As requested by the respective Games Director or Convenor of a Carnival or special Bowls fixture, arrange for Umpires and Markers to be in attendance.

16. b) DEAN OF COACHES:-

The Dean of Coaches as appointed by the Management Committee shall:-

- i) Be the holder of a National Coaches Certificate of Qualification
- ii) Keep a register of Club members who are National Coaches.
- iii) Convene meetings of Coaches when requested or required
- iv) Devise Coaching programs as required

- v) Allocate Coaches to new entrants into the game of bowls
- vi) Ensure Coaching equipment and techniques are kept up to date.
- vii) Compile reports as required by State or District Associations.

17. DISPUTES:-

The Management Committee shall appoint a Disputes Committee consisting of three (3) members at least one of who shall be an accredited Umpire. It shall be the duty of the Committee to consider and rule on any question or dispute arising from or out of the conduct of the Club Championships which may be referred to by any competitor in accordance with Club Championship conditions.

The decision of any duly appointed Disputes Committee shall be final and binding and there shall be no right of appeal.

Any member of the Disputes Committee having any financial interest, or a family or other relationship in the matter under discussion, shall withdraw during the relevant discussion and voting thereon and a suitable Club member shall be co-opted by the Chair to take their place.

18. NSBC CONSTITUTIONAL RULES AND BY- LAWS:-

As per NSBC Constitutional Rules, Clause 42 & 43;

- i) The Management Committee may make, amend or repeal By-Laws, not inconsistent with these rules, for the internal management of the association.
- ii) A By-Law may be set aside by a vote of members at a special or general meeting of the association.
- iii) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- iv) However an amendment, repeal or addition is valid only if it is registered by the Chair/President.

19. COMMUNITY LIAISON OFFICER:-

In accordance with Clause 13 of the B.C.C. Lease "Good Neighbour Processes" the Management Committee will appoint a Community Liaison Officer or the Secretary will act in this capacity.

20. PATRON:-

The Management Committee may appoint a person to be the Club's Patron, The person need not be a member of the Club.

21. MEMBERSHIP CARDS:-

- i) The Secretary shall provide to each member a membership card or equivalent to confirm that member's current valid membership of the Club
- ii) Members must produce membership cards to gain admission to the Club, if requested by members of the Management Committee or bowls Sections Presidents or Staff.

22. WELFARE OFFICER:-

The Management Committee may appoint Welfare Officers to liaise with members who may be incapacitated either at home or in hospital.

23. LOCKERS:-

Individual lockers may be leased by the Management Committee to members at a nominal fee as determined by the Management Committee. This fee will be set and collected annually as determined by the Management Committee.

24. STAFF

- i) The Employees of the Club shall not be made the subject of a personal reprimand or query by a member.
- ii) All complaints against any employee of the Club shall be made to the Secretary in writing.
- iii) No employee shall be permitted to drink any alcoholic beverages whilst on duty.
- iv) Any employee shall be entitled to become an Ordinary Member of the Club.
- v) The duties of all employees will be as defined by National Employment Standards, Industrial Law, Agreement or as contained in their contract of employment.

25. AWARDS

For a member to be considered for any Club Award, their name shall be submitted in writing to the Management Committee detailing the reason for the submission. The Management Committee shall form and pass the submission to the Awards Committee. The Awards Committee shall be appointed in accordance with By-Law 5.

They shall:-

- (a) Confirm the submission meets the qualifications of the criteria of By-Law 25 as stated below &
- (b) Advise the Management Committee in writing these findings.

QUALIFICATIONS

LIFE MEMBERSHIP

For members to be considered for Life Membership they must have given outstanding service to the Club for a period of 10 years or more, not necessarily continuously. A prerequisite for this award is the MERITORIOUS AWARD.

MERITORIOUS AWARD

May be conferred on any ordinary members who have performed outstanding service and accepted responsibility for an area of the Club's operations for a minimum of five (5) years, not necessarily continuous service.

OUTSTANDING SERVICE AWARD

May be conferred on any ordinary members who have performed outstanding service and accepted responsibility for an area of the Club's operations for a minimum of Three (3) years, not necessarily continuous service.

26. CLUB CHAMPIONSHIPS:-

- i) Club Championships shall consist of Open Singles, Pairs, Triples, Fours, and any other events which may be decided upon by the individual Bowls Sections or acting together and approved by the Management Committee.
- ii) No member who has previously won either an Open or "B" grade singles championship in any Australian Bowls Club shall be eligible to enter Novice or "B" grade championships, and no member who has won a Novice singles championship shall be eligible to enter any subsequent Novice singles championships.
- iii) No member of either Bowls Section who has been playing bowls for more than three (3) years prior to 1st January may enter the Novice Single competitions.
- iv) Nominations for Club Championships accompanied by the respective nomination fees, shall be in the hands of the respective Games Director no later than the closing date decided on by the Games Director, for the time being, in control.
- v) The Games Director shall conduct all draws for Championships on a date previously advised on the Notice Board, in the presence of not less than three members of the respective Bowls Section, each of whom shall attest the drawings by signing each drawing before it is placed on the Notice Board.
- vi) The Games Director shall commence the competitions as soon as practical after the draw is completed.
- vii) The Games Director shall call the games to be played, giving at least seven (7) days' notice thereof by placing the names on the Notice Board, and if possible, by public announcement and/or e-mail or verbal notification on a previous playing day.
- viii) A player must be a current financial and declared member of the Club at the commencement of the Championships in order to be eligible to play in the respective Club Championships.

- ix) Respective Club Championships shall be under the control of the respective Games Director for the time being, and shall be conducted under the following conditions:-
 - a) The Championships bowling calendar shall commence in January each year.
 - b) Ladies and Mens Championships to be played on normal playing days preferably. Any other Championships e.g. Mixed pairs to be played on nominated day of competition. These may also be played on normal playing days.
 - c) The finals shall be played on the advertised playing day for each Championship.
 - d) Games will be played on or before the advertised date.
 - e) Team Skips are responsible for the availability of players.
 - f) Substitutes will be allowed provided they meet the criteria as laid down in Law (33) in the Laws of the Game of Bowls in Australia otherwise the 'Play or Forfeit' rule will apply.
 - g) NSBC shall appoint Accredited National Umpires to officiate at Championship Finals only and inter club competitions such as Pennants to undertake the duties outlined in Law (43) of the Laws of the Games of Bowls in Australia .
 - h) Where no Accredited National Umpire is available, or provided for in any elimination games in the run up to the finals, the Games Director may appoint an umpire from an affiliated club or appoint a knowledgeable, competent person (playing or non-playing) to act as an 'interim umpire' substitute.
 - i) The umpire's name will be announced to the players before the game with preference given to non-playing members.

27. DETERMINATION OF A WINNER:-

The following shall be the Score required, or the number of ends to be completed to determine a Winner in a Club Championship event. Where a winner is still required after the number of ends have been played, extra ends to obtain a winner will be played.

Open Singles	25 shots
'B' Singles	25 shots
Novice Singles	25 shots
Pairs/Triples	21 ends
Fours	21 ends
Consistency	100 points

NB: Social (i.e. Non Championship) games which require a winner are subject to the Conditions of Play published for that specific event.

28. GENERAL INFORMATION:-

In addition to the Special Conditions applicable to each Club Championship, the following General Conditions shall apply along with Laws of the Game of Bowls in Australia.

- i) Tuesday to Sunday shall be regarded as normal playing days and all entrants are deemed to be available for play on those days including both morning and afternoon except and as are applicable :-
- ii) Where the Entrant is engaged in normal business at those times. Minimum of three weeks notice is required.
- iii) Once a player has been called for play and their name appears on the Competition Lists to play they will be required to play or arrange with their skip for a substitute - or, in case of Singles - forfeit .
- iv) Any day where the entrant claims exemption on religious grounds.
- v) In Special circumstances as may be deemed acceptable to the relevant Games Director.
- vi) Details of the draw will be displayed on the Games Draw Board as soon as practicable after the draw takes place. Notification of the dates and time of play will be displayed in the respective Games Directors compartment on the Notice Board not later than 7 days before the due date. The first three (3) weekends after the draw of each section shall be utilised in play.
- vii) Annual Leave does not necessarily exempt a player from being available for Competition play.
- viii) Similarly, nominating to play in a social fixture NOT organised by the Northern Suburbs Bowls Club Inc. does not exempt any player from play.
- ix) Where a Singles Player or a Team fails to appear within 30 minutes of the appointed starting time, a forfeit may be claimed and granted to the Player or Team ready to play in accordance with Law (39) of the Laws of the Game of Bowls in Australia.
- x) Games interrupted or postponed by weather or other circumstances as decided by the Umpire and not able to be completed on the same day, shall be completed on a date and time fixed by the respective Games Director. The score card of such an incomplete or postponed game is to be given into the custody of the respective Games Director and returned to the players of teams on the resumption of play in accordance with Law (32) of the Laws of the Game of Bowls in Australia.
- xi) Trial ends are permitted in accord with Law (5.1) of the Laws of the Game of Bowls in Australia.
- xii) Appeals against an Umpire's decision on an interpretation of any Law in the Laws of Bowls in Australia are to be dealt with as provided for in the Laws of Bowls in Australia.
- xiii) If a Player resigns from the club during the course of a competition, Laws of the Game of Bowls in Australia will apply.

Notes or Amendments

