

WARNBRO BOWLING CLUB (INC)

BY- LAWS

Revision

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WARNBRO BOWLING CLUB

BY LAW 1 RESPONSIBILITIES

Chairpersons are responsible for forming their respective Standing Committees.

Chairpersons appointed due to a vacancy will work with existing Standing Committees; but may with due regard to the Constitution and where one or more vacancies exists, recruit and recommend the appointment of additional committee members.

1. CHAIRPERSON OF THE HOUSE COMMITTEE

The following is the means by which the House Chairperson will carry out their responsibilities to the Club.

- 1.1 The Chairperson will be responsible for repairs and maintenance to the Clubhouse and associated buildings within the Club environs, including all equipment with the exception of bar equipment.
- 1.2 Receive reports of damage, deterioration or malfunction of equipment and arrange repair or replacement in the most expedient and economical manner by Club members or an outside specialist.
- 1.3 Co-ordinate maintenance requirements for the buildings and environs.
- 1.4 Arrange routine tests and activities at specified intervals, eg. test Exit and Emergency lights, ensuring that log books are endorsed as required by local authorities; operate leach drain diversion six monthly.
- 1.5 Report operating activity and projected maintenance requirements to the Management Committee.
- 1.6 Seek Finance Committee approval for any extraordinary expenditure.

2. CHAIRPERSON OF THE GREENS & GROUNDS COMMITTEE

The Chairperson will be responsible for availability and maintenance of the Greens and Grounds, and shall:

- 2.1 Co-ordinate volunteers to maintain greens, gardens and the grounds.
- 2.2 Maintain the supply of softened water for use on the greens.
- 2.3 Allocate use of greens and rinks for play to ensure even wear on the greens.
- 2.4 Ensure that equipment is maintained and repaired in the most expedient and economical manner.
- 2.5 Report activity, projected maintenance and equipment replacement requirements to the Management Committee.
- 2.6 Seek Finance Committee approval for any extraordinary expenditure.
- 2.7 Arrange for a substitute to carry out the above responsibilities during periods of absence.

3. CHAIRPERSON OF THE ENTERTAINMENT COMMITTEE

The Chairperson will be responsible for forming sub-committees to organise Functions for Member's Entertainment & Special Bowling Events.

MEMBERS ENTERTAINMENT.

- 3.1 Prepare and arrange a schedule of functions, other than bowls for the entertainment of the members. Functions may be at the Club or at other venues.
- 3.2 Co-ordinate with the Club Manager and volunteers for events held in the Club.
- 3.3 Arrange and organise entertainment.
- 3.4 For functions held outside club, coordinate venue and transport.

PRIVATE FUNCTIONS

- 3.5 Bookings for private functions are arranged through the Club Manager.

SPECIAL BOWLING EVENTS

- 3.6 Liaise and co-ordinate with Match Committees and Club Manager and organise any volunteers required to assist in the running of Special Bowling Event.
- 3.7 Carry out other special functions as may be required by the Management Committee.
- 3.8 Report operating activity and problems to the Management Committee.

Special Bowling Events are defined as events other than Pennants, such as Championships, Gala Days, Men's and Women's Carnivals and social bowls events.

Note: "Community" or "Barefoot" Bowls committee will be overseen by the Deputy President.

4. CHAIRPERSON OF THE BINGO COMMITTEE

The Chairperson need not be the Bingo Permit Holder.

The Chairperson will be responsible for operation and continuity of the weekly Bingo sessions operated by the Club:

- 4.1 Co-ordinate with the Permit Holder or arrange for the periodic renewal of the various permits required from the Department of Racing, Gaming and Liquor (DRGL) for these fund raising activities.
- 4.2 Co-ordinate volunteers to set up the hall for each session and restore it after the day's play.
- 4.3 Supervise patrons and volunteers during the session.
- 4.4 Calculate the daily prize money in accordance with DRGL conditions. Count and hand over takings to the Treasurer.
- 4.5 Make out the necessary weekly and monthly financial statements and returns in accordance with DRGL regulations.
- 4.6 Keep records of all ticket sales and takings for audit by DRGL.

- 4.7 Report operating activity, and trends to the Management Committee.
- 4.8 Arrange for suitably trained substitute to carry out the above responsibilities during periods of absence.

5. CHAIRPERSON OF THE BAR COMMITTEE (IF REQUIRED)

Note: The day to day responsibility for operation of the Bar rests with the Club Manager who is employed by the Club. The necessary qualifications, duties and responsibilities of the Club Manager are as detailed on behalf of the Club by the Executive Committee and are held by the Secretary for inclusion with the contract of employment and therefore do not form part of these By Laws.

Duties, Responsibilities and Qualifications

- 5.1 It is desirable but not essential that the incumbent is qualified under the West Australian Liquor Control Act as either an Unrestricted or a Restricted Bar Manager;
- 5.2 Recruit volunteer bar staff as required and liaise with the Bar Manager as to training and Liquor Control Act qualification;
- 5.3 Assist the Bar Manager as requested for input into placement on the roster of volunteer bar staff;
- 5.4 **In the prolonged absence of or resignation of the Bar Manager:**
 - (a) Ensure that the bar is staffed by appropriately trained and qualified temporarily employed or volunteer bar staff (at least one of which on each shift must be qualified to fulfil the role of Duty Bar Manager) until the return of or employment of a new Bar Manager;
 - (b) Prepare a staff roster of at least two weeks duration;
 - (c) Liaise with Club Key Holders to ensure that there is a roster of Key Holders to unlock, lock up and secure the premises for bar staff if required;
 - (d) Ensure that the temporarily employed staff or volunteers maintain the daily operations of the bar as regards to placement of orders, receipt and racking of stock, cellar and cool room maintenance, cleanliness, cash balancing and cash and stock security;
 - (e) Ensure that temporarily employed bar staff completed time sheets are checked and forwarded to the Treasurer for timely processing of wages and that any new temporarily employed bar staff have provided the required Legislative Taxation and Superannuation information;
 - (f) Assist the Treasurer in any Stock Take required during this period;
 - (g) In company with the Bar Manager attend meetings of the Club Management Committee to report on the status of the volunteer Bar Committee and if the Bar Manager is unable to attend the meeting present the monthly bar report on their behalf.

6. CONVENOR (IF REQUIRED)

NOTE: A convenor is not required whilst the Kitchen operations are under a lease arrangement through the Executive Committee, or if operated under the Club management, however some of the functions may be undertaken by others.

The Convener is responsible for operation, function, cleanliness and the hygienic handling of food within the Club kitchen in accordance with current health regulations.

- 6.1 Purchase everyday consumables for use within the kitchen and ablution blocks.
- 6.2 Liaise and co-ordinate with Chairperson of Entertainment and Match Committees as required.
- 6.3 Liaise with Friday night cooks for any special requirements.
- 6.4 Arrange volunteers and a roster to provide after game refreshments for midweek and Saturday pennant fixtures.
- 6.5 Maintain an inventory of crockery, cutlery and cooking equipment and replace broken or damaged items when required. Conduct a stock take of kitchen stock prior to the Annual Audit.
- 6.6 Ensure that volunteers are aware of correct and safe operation of equipment including stoves, dishwasher and roller shutter.
- 6.7 Report breakdowns and kitchen maintenance requirements to the House Chairperson.
- 6.8 Report activity, problems and projected expenditure to the Management Committee.

7. MEMBERSHIP OFFICER (IF REQUIRED)

The Membership Officer is responsible for management of the Membership functions of the Club and:

- 7.1 Draft correspondence and dispatch to members upon successful acceptance of their membership application;
- 7.2 Maintain a membership register for the Club, providing copies to Club members and throughout the Club as required;
- 7.3 Ensure the data in the Bowls WA online facility is kept up to date for bowling members.

8. SPONSORSHIP OFFICER (IF REQUIRED)

The Sponsorship Officer is responsible for management of the sponsors of the Club and:

- 8.1 Maintain a register of sponsors of the Club,
- 8.2 Ensure letters are passed to Sponsors each year ascertaining their willingness to continue as a Club sponsor

WARNBRO BOWLING CLUB

BY LAW 2 MEN'S BOWLS COMMITTEE

Men's Bowls Committee

The following By Law is the means by which the Men's Bowls Committee is to be formed and run at the Club in accordance with Clause 16(a)(ii) of the Constitution.

The Men's Bowls Committee will consist of

- Captain Men's Bowls
- Deputy Captain Men's Bowls
- Men's Bowls Secretary
- Chairperson of Match
- Chairperson of Selectors
- Club Delegate

Note: Members of the Men's Bowls Committee may serve on Standing Committees.

1. MEN'S BOWLS COMMITTEE

- 1.1 The Men's Bowls Committee shall comprise of the Men's Bowls Captain, Bowls Deputy Captain, Bowls Secretary, Chairperson Match Committee, Chairperson of Selection Committee and the Delegate to Bowls WA. With the exclusion of the delegate, members shall be elected by Male financial Full and Life members of the Club, under the procedure as detailed in Bylaw 4.
- 1.2 The delegate shall be appointed by the Committee and may hold any other position in the Club. The term of office for the delegate shall conform with election dates for appointment to the Association Committees.
- 1.3 The Men's Bowls Committee shall be bound by the Rules and Constitution of the Warnbro Bowling Club (Inc) and the Men's Bowling Committee Standing Orders.

2. CAPTAIN

- 2.1 The Men's Captain presides over Men's Bowls Committee, General and Special meetings.
- 2.2 Has casting vote when required to maintain the status quo.
- 2.3 Be a member of the Executive Committee.
- 2.4 Ensure all office bearers within the committee perform their duties and responsibilities correctly and efficiently as per the Constitution, By Laws and Rules of the Warnbro Bowling Club.
- 2.5 Ensure all members maintain conduct and dress codes according to the Rules of the Warnbro Bowling Club (Inc) and Bowls WA.

- 2.6 Ensure all property and memorabilia belonging to the men's section be cared for and correctly secured.

3. DEPUTY CAPTAIN

- 3.1 The Deputy Captain attends all Men's Bowls Committee meetings.
- 3.2 In the absence of the captain, preside over such meetings as may be required.
- 3.3 Attend Executive meetings in the absence of the Captain.
- 3.4 Chair any sub-committees which may be required for the management and good order of the Club.
- 3.5 Support/assist the Captain when required.
- 3.6 Responsible for discipline and welfare of members within the club by:
 - (a) Assisting the Men's Bowls Committee to maintain discipline,
 - (b) When required, in conjunction with bowls committee members, sit in council to adjudicate on disputes, conflict or disciplinary matters,
 - (c) Where appropriate, address the issue of correct dress and conduct of members and guests in the clubroom and on the greens,
 - (d) Ensure bona fide complaints are brought to the appropriate authority,
 - (e) Represent and assist members bringing legitimate complaints to a satisfactory conclusion,
 - (f) Welcome guests in the absence of the Captain
- 3.7 Any other duties as deemed appropriate by the Captain.

4. MEN'S BOWLS SECRETARY

- 4.1 Attend all committee meetings of Men's Section.
- 4.2 Keep and maintain an accurate minute book in which shall be recorded all business transacted at committee and general meetings (including Special Extraordinary Meetings).
- 4.3 Keep copies of Rules and By Laws,
- 4.4 Ensure an up to date roll of members and their addresses and phone numbers is available in the Club House. Ensure members of the Men's Section Committee have a copy.
- 4.5 Convene all Men's Section meetings in accordance with Warnbro Bowling Club rules.
- 4.6 Process all bowling Men's Section correspondence in and out.
- 4.7 Ensure immediate notification for action to Captain or appropriate member and is expedited to maintain good management.
- 4.8 Ensure appropriate signature is obtained for outgoing correspondence.
- 4.9 Maintain record of correspondence for tabling and action by Men's Sections Committee, at committee meetings.
- 4.10 Prepare minutes for reading at Men's Section Committee meetings and ensure Captain signs after being accepted as true and accurate by that Committee
- 4.11 At completion of meetings, designate date/time of next meeting and ensure all members are reminded prior convening.
- 4.12 Any duties as deemed appropriate for the Secretary as delegated by the Captain

- 4.13 Prepare ballot for elections in accordance with Club Constitution for new Men's Bowls Section Committee prior to the AGM.
- 4.14 Ensure all nominees read these By Laws and uphold and abide by them if elected.

5. MEN'S MATCH COMMITTEE

(Amended ECM 11/12/2017)

- 5.1 The Men's Match Committee consisting of a maximum of five (5) members shall be elected by a secret ballot of male Full and Life members.
- 5.2 The Men's Match Committee shall elect its own Chairperson.
- 5.3 The Men's Match Committee shall be responsible for the organisation and control of Men's Bowls Championship events.
- 5.4 The Men's Match Committee together with the Ladies Match Committee and the appointed Social Bowls Coordinator shall set out the Club Bowling fixtures for the year.
- 5.5 These fixtures should be given to the respective Bowls Committees for scrutiny before being forwarded to the Executive Committee for final approval.
- 5.6 The Men's Match Committee shall be responsible to the Men's Bowls Committee and report through the Chairperson who is a member of the Men's Bowls Committee.
- 5.7 The Men's Match Committee shall act at all times to further the objects of the Club.
- 5.8 Unless a prior ballot has determined the Men's Match Committee, a ballot shall be held in conjunction with the Men's Annual General Meeting.
- 5.9 A secret ballot shall be held amongst all male eligible bowlers in accordance with By Law 4 to elect the Men's Match Committee for the following season.
- 5.10 The Men's Bowling Committee shall determine the date of such Annual General Meeting, provided that it shall not fall before the conclusion of all Association Pennant fixtures and finals

6. MEN'S SELECTION COMMITTEE

- 6.1 The Selection Committee consisting of a maximum of five (5) members shall be elected by a secret ballot of Full and Honorary Life male members.
- 6.2 The Men's Selection Committee shall elect its own Chairperson.
- 6.3 The Men's Selection Committee shall select teams for the Association Pennant competition and maybe requested to assist on some other bowling events by the Management Committee.
- 6.4 The Men's Selection Committee shall be responsible to the Men's Bowls Committee and report through the chairperson who is a member of the Men's Bowls Committee.
- 6.5 The Men's Selection Committee shall act at all times to further the objects of the Club.
- 6.6 Unless a prior ballot has determined the Men's Selection Committee, a ballot shall be held in conjunction with the Men's Annual General Meeting.

- 6.7 A secret ballot shall be held amongst all eligible male bowlers in accordance with By Law 4 to elect the Selection Committee for the following season.
- 6.8 The Men's Bowling Committee shall determine the date of the Men's Annual General Meeting, provided that it shall not fall before the conclusion of all Association Pennant fixtures and finals.

7. MEN'S DELEGATE

- 7.1 Appointed by the Captain and full Warnbro Men's Bowling Committee.
- 7.2 Attend all Bowls WA delegate meetings as required.
- 7.3 Attend all Men's bowls committee meetings.
- 7.4 Report to committee the findings and discussions of the Bowls WA delegates meetings.
- 7.5 Discuss upcoming agenda of Bowls WA meetings with committee and note action required by the Committee.
- 7.6 Vote as directed by Men's Bowling Committee at Delegate meetings.
- 7.7 Ensure the feelings of the Warnbro Bowling Club Men are appropriately expressed at the Delegates meetings.

WARNBRO BOWLING CLUB

BY LAW 3 LADIES BOWLS COMMITTEE

Ladies Bowls Committee

The following By Law is the means by which the Ladies Bowls Committee is to be formed and run at the Club in accordance with Clause 14C of the Constitution.

Ladies Bowls Committee will consist of:

- Captain Ladies Bowls
- Deputy Captain Ladies Bowls
- Ladies Bowls Secretary
- Chairperson of Match
- Chairperson of Selectors
- Club Delegate

Note: Members of the Ladies Bowls Committee may serve on Standing Committees

1. LADIES BOWLS COMMITTEE

- 1.1 The Ladies Bowls Committee shall comprise of the Ladies Bowls Captain, Bowls Deputy Captain, Bowls Secretary, Bowls Treasurer, Chairperson Match Committee, Chairperson Selection Committee and the Delegate to Bowls WA. With the exclusion of the delegate to Bowls WA, members shall be elected by all female financial Full and Life members of the Club, under the procedure as detailed in Bylaw 4.
- 1.2 The delegate shall be appointed by the Committee and may hold any other position in the Club. The term of office for the delegate shall conform with election dates for appointment to the Association Committees.
- 1.3 The Ladies Bowls Committee shall be bound by the Rules and Constitution of the Warnbro Bowling Club (Inc) and the Ladies Bowling Committee Standing Orders.

2. CAPTAIN

- 2.1 The Ladies Captain presides over Ladies Bowls Committee, Ladies Bowls General and Special meetings.
- 2.2 Has casting vote when required to maintain the status quo.
- 2.3 Be a member of the Executive Committee.
- 2.4 Ensure all office bearers within the Ladies Bowls Committee perform their duties and responsibilities correctly and efficiently as per the Constitution, By Laws and Rules of the Warnbro Bowling Club.
- 2.5 Ensure all members maintain conduct and dress codes according to the Rules of the Warnbro Bowling Club (Inc) and Bowls WA.
- 2.6 Ensure all property and memorabilia belonging to the Ladies section be cared for and correctly secured.

3. LADIES DEPUTY CAPTAIN

- 3.1 The Ladies Deputy Captain attends all committee meetings.
- 3.2 In the absence of the captain, preside over such meetings as may be required.
- 3.3 Attend Executive meetings in the absence of the Captain.
- 3.4 Chair any sub-committees which may be required for the management and good order of the Club.
- 3.5 Support/assist the Captain when required.
- 3.6 Responsible for discipline and welfare of members within the club by.
 - (a) Assist bowls committee to maintain discipline
 - (b) When required, in conjunction with bowls committee members, sit in council to adjudicate on disputes, conflict or disciplinary matters.
 - (c) Where appropriate, address the issue of correct dress and conduct of members and guests in the clubroom and on the greens.
 - (d) Ensure bona fide complaints are brought to the appropriate authority.
 - (e) Represent and assist members bringing legitimate complaint to satisfactory conclusion.
 - (f) Welcome guests in the absence of the Captain.
 - (g) Any other duties as deemed appropriate by the Captain.

4. SECRETARY

- 4.1 Attend all committee meetings of the Ladies Bowls Section.
- 4.2 Keep and maintain an accurate minute book in which shall be recorded all business transacted at Ladies Bowls Committee and general meetings (including Special Extraordinary Meetings).
- 4.3 Keep copies of Rules and By Laws.
- 4.4 Ensure an up to date roll of members and their addresses and phone numbers is available in the Club House. Ensure members of the Ladies Section Committee have a copy.
- 4.5 Convene all meetings in accordance with Warnbro Bowling Club rules.
- 4.6 Process all Ladies Bowl Section correspondence in and out.
- 4.7 Ensure immediate notification for action to Captain or appropriate member and is expedited to maintain good management.
- 4.8 Ensure appropriate signature is obtained for outgoing correspondence.
- 4.9 Maintain record of correspondence for tabling and action by Ladies Bowls Committee, at Ladies Bowls committee meetings.
- 4.10 Prepare minutes for reading at Ladies Bowls Committee meetings and ensure that the Captain signs after being accepted as true and accurate by the Committee.
- 4.11 At completion of meetings, designate date/time of next meeting and ensure all members are reminded prior to convening.
- 4.12 Any duties as deemed appropriate for the Secretary as delegated by the Captain.
- 4.13 Prepare ballot for elections in accordance with Club Constitution for new Ladies Bowls Committee prior to the AGM. Ensure all nominees read these By Laws and uphold and abide by them if elected.

5. MATCH COMMITTEE

- 5.1 The Ladies Match Committee consisting of a maximum of five (5) members shall be elected by a secret ballot of female Full and Life members.
- 5.2 The Ladies Match Committee shall elect its own Chairperson.
- 5.3 The Ladies Match Committee shall be responsible for the organisation and control of Ladies Bowls Championship events.
- 5.4 The Ladies Match Committee together with the Men's Match Committee and the appointed Social Bowls Coordinator shall set out the Club Bowling fixtures for the year.
- 5.5 These fixtures should be given to the respective Bowls Committees for scrutiny before being forwarded to the Executive Committee for final approval.
- 5.6 The Ladies Match Committee shall be responsible to the Ladies Bowls Committee and report through the Chairperson who is a member of the Ladies Bowls Committee.
- 5.7 The Ladies Match Committee shall act at all times to further the objects of the Club.
- 5.8 Unless a prior ballot has determined the Ladies Match Committee, a ballot shall be held in conjunction with the Ladies Annual General Meeting.
- 5.9 A secret ballot shall be held amongst all female eligible bowlers in accordance with By Law 4 to elect the Ladies Match Committee for the following season.
- 5.10 The Ladies Bowling Committee shall determine the date of such Annual General Meeting, provided that it shall not fall before the conclusion of all Association Pennant fixtures and finals.

6. LADIES SELECTION COMMITTEE

- 6.1 The Ladies Selection Committee consisting of a maximum of five (5) members shall be elected by a secret ballot of Full and Life Lady Members.
- 6.2 The Ladies Selection Committee shall elect its own Chairperson.
- 6.3 The Ladies Selection Committee shall select teams for the Association Pennant competition and maybe requested to assist on some other bowling events by the Management Committee.
- 6.4 The Ladies Selection Committee shall be responsible to the Ladies Bowls Committee and report through the chairperson who is a member of the Club Bowls Committee.
- 6.5 The Ladies Selection Committee shall act at all times to further the objects of the Club.
- 6.6 Unless a prior ballot has determined the Ladies Selection Committee, a ballot shall be held in conjunction with the Ladies Annual General Meeting.
- 6.7 A secret ballot shall be held amongst all eligible Lady bowlers in accordance with By Law 4 to elect the Ladies Selection Committee for the following season.
- 6.8 The Ladies Bowling Committee shall determine the date of such election, provided that it shall not fall before the conclusion of all Association Pennant fixtures and finals

5. LADIES DELEGATE

Appointed by the Captain and full Warnbro Ladies Bowling Committee and will:

- 7.1 Attend all Bowls WA delegate meetings as required.
- 7.2 Attend all Ladies bowls committee meetings.
- 7.3 Report to committee the findings and discussions of the Bowls WA delegates meetings.
- 7.4 Discuss upcoming agenda of Bowls WA meetings with committee and note action required by the Committee.
- 7.5 Vote as directed by Ladies Bowling Committee at Delegate meetings
- 7.6 Ensure the feelings of the Warnbro Bowling Club Ladies are appropriately expressed at the Delegates meetings.

WARNBRO BOWLING CLUB

BY LAW 4 BALLOT PROCEDURES

The following By Law is to be used as the guide for all Ballots conducted in the Club by the Executive, Ladies and Men's Bowls Committees.

1. BALLOT PROCEDURE.

- 1.1 The Executive, Men's and Ladies Bowls Committees shall each appoint a Returning Officer who shall be a Full or Life Member of the Club and shall not be a candidate for election or a serving member of any Committee, and such Returning Officer will be responsible for conducting the nominated ballot.
- 1.2 Not less than seven (7) weeks prior to the Annual General Meeting of members, the Executive Committee shall call for nominations for positions on all Committees.
- 1.3 Members may nominate for more than one office.
- 1.4 Nominations including members seeking re-election, shall be on a form approved by the Committee, signed by the nominee, eligible proposer and seconder, and lodged with the Secretary not less than twenty eight (28) days prior to the date set for the Annual General meeting.
- 1.5 The Secretary shall initial and date the nomination and advertise such on the Club notice board for not less than seven (7) clear days after closure of nominations.
- 1.6 For the purpose of nominations, members' financial status shall be determined at the closing date for nomination, and again, for voting, forty eight (48) hours prior to the close of ballot.

2. ORDER OF ELECTION AT THE ANNUAL GENERAL MEETING

- 2.1 Any member, who is not opposed for a senior position, shall be excluded from the ballot for any subsequent position. The order of seniority of positions shall be:
 - (a) PRESIDENT
 - (b) DEPUTY PRESIDENT
 - (c) SECRETARY
 - (d) TREASURER
 - (e) STANDING COMMITTEE CHAIRPERSONS
 - i. House
 - ii. Entertainment
 - iii. Greens & Grounds
 - iv. Bingo
 - v. Bar (if required)
 - vi. Convener (if required)

Note: STANDING COMMITTEE MEMBERS. Members of the Men and Ladies Bowling Committees shall be entitled to serve on any Standing Committee and members may serve on more than a single Standing Committee.

3. GENERAL ELECTION

- 3.1 If the number of nominations does not exceed the number required to be elected by the members for any position, the candidates nominated shall be declared elected at the Annual General Meeting.
- 3.2 If less than the required number of nominations is received for any such office, the Chairperson at the Annual General Meeting shall call for nominations, and if necessary a secret ballot shall be held.
- 3.3 Any person so elected shall hold office for one year.

4. VOTING PROCEDURE.

- 4.1 If the number of candidates nominated shall exceed the number required to be elected, a ballot shall be taken which shall be conducted in the following manner:
 - 4.1.1 The Committee shall fix the time and closing date of the ballot, which shall be at least three (3) days prior to the date fixed for the Annual General Meeting.
 - 4.1.2 The Secretary shall supply the Returning Officer with a current register of members eligible to vote in an election.
 - 4.1.3 Ballot papers shall show separately the surnames and given names of the candidates nominated for each office in respect of which an election is necessary.
 - 4.1.4 The order in which names of the candidates nominated for each office appear on the ballot papers shall be in accordance with a draw conducted by the Returning Officer in the presence of those candidates wishing and able to be present at the draw.
 - 4.1.5 The Returning Officer shall place their identifying mark on each ballot paper prior to distribution to Members.
 - 4.1.6 Voting papers shall be mailed to the last known address of all then eligible financial Full and Life Members not less than fourteen (14) days prior to the closing of the ballot.
 - 4.1.7 The Club shall provide a ballot box, which shall be locked by the Returning Officer and placed in the Club to receive the ballot at the time of mailing the ballot papers to members.
 - 4.1.8 All ballots shall be decided on a 'first past the post' voting system.
 - 4.1.9 All votes shall be recorded by marking on the paper an X opposite the name of each candidate of their choice up to the number of candidates to be elected.
 - 4.1.10 All votes shall be counted, as primary votes of equal rank.
 - 4.1.11 The candidate receiving the highest number of votes shall be the first successful candidate. The candidate receiving the second highest number of votes shall be the next successful candidate and so on, according to the number of candidates to be elected.
 - 4.1.12 If two or more candidates receive the same number of votes the Returning Officer will make "a draw from the hat" with an independent Full and financial member observing the draw.
 - 4.1.13 If a candidate is successful in more than one ballot, that candidate shall be deemed the successful candidate for the higher or highest of such positions.

4.1.14 In the counting of votes for any lower position a successful candidate for a higher position shall be the first to be eliminated from the ballot for the lower position. In this circumstance the candidate receiving the next highest number of votes shall be elected in place of that excluded candidate. This process shall be repeated until the vacancies are filled.

4.2 The Returning Officer shall announce the results at the Annual General Meeting and the Secretary will post the results of the ballot on the board in the minutes after the meeting.

4.3 **INFORMAL VOTES**

4.3.1 A ballot paper which:

- (a) shows more candidates marked as voted for than number permitted;
- (b) is defaced or mutilated as to prevent the intentions of the voter being ascertained;
- (c) does not clearly reveal the identity of the voter on the outer envelope of a postal vote as instructed on the ballot;
- (d) carries any mark of means of identification of the voter on the ballot paper;
- (e) has more than one ballot paper in a single ballot paper envelope;
- (f) does not bear Returning Officers identification mark.

shall be deemed informal.

5. SCRUTINEERS.

5.1 A Candidate may nominate in writing to the Returning Officer a scrutineer to represent them at the ballot. The scrutineer shall be a financial Full or Honorary Life member of the Club and shall not be a candidate for election.

5.2 A scrutineer may be present throughout the ballot and may query the inclusion or exclusion of any vote in the count but the Returning Officer shall have first determination of any votes so queried.

5.3 A scrutineer shall not place or remove any mark on a ballot paper.

5.4 A scrutineer shall not interfere with or attempt to influence any member at the time such member is casting their vote.

6. CASUAL VACANCIES.

6.1 The Executive Committee shall fill any vacancy occurring of any Standing Committee by appointment of a person eligible to nominate for and hold that office as defined by Clause 8 of the Constitution. Similarly the respective Men's and Ladies Committees shall fill any vacancy occurring on their committees by appointment of any eligible person.

6.2 A person to be appointed shall hold office for the remainder of that Club year, at which time the position will become vacant.

WARNBRO BOWLING CLUB

BY LAW 5 MISCONDUCT

(Amended ECM 09/09/2019)

Should the Executive Committee refer allegations of disputes to either the Men's or Ladies Bowls Committee (hereinafter referred to in this By-Law as the Committee), then the relevant Committee shall for the duration of the hearing of such dispute be deemed to have the power to hear such dispute and set penalties for members found guilty of misconduct under this By Law.

1. MISCONDUCT

- 1.1 The Committee shall exercise full power to reprimand, suspend, or impose penalties on any member of the Club who shall, in the sole and absolute judgement of the Committee, have been guilty, either in or out of the Club premises, or any act, practice, conduct, matter or thing calculated to bring discredit on, or in any manner prejudice the reputation of the Club, or calculated in any manner to impair or affect the enjoyment of the Club premises by members thereof, or to cause any ill-feeling or friction between or among members.
- 1.2 The Complainant, with their written complaint, shall deposit with the Club Secretary a sum equivalent to 25 percent of the full membership subscription and if the Committee considers the complaint frivolous, they may order the amount forfeited to the funds of the Club.
- 1.3 All complaints shall be made in writing through the Club Secretary, stating the explicit nature of the offence of which the member is accused, and the names of any members witness to the complaint.

2. PENALTIES

- 2.1 The Committee shall have due regard to the circumstances of the charge, when affixing any penalty under these Rules.
- 2.2 Penalties available are: -
 - 2.2.1 A period of suspension from Bowling for the Club for a period not exceeding one (1) month.
 - 2.2.2 A monetary penalty however that monetary penalty for any breach of the Rules or By Laws of the Club, shall not exceed the annual subscription for full members. In addition, an offending member shall pay the cost of repair or replacement for Club property damaged through their actions.
 - 2.2.3 All monetary penalties shall be paid within fourteen (14) days of notice being served on the member. If he should refuse or neglect to meet such payment he shall stand suspended from membership until the payment be made in full.
 - 2.2.4 The Committee may extend such period for payment without further penalty at their own discretion.

WARNBRO BOWLING CLUB

BY LAW 6 MEMBERSHIP APPLICATIONS

The following By Law provides the fee structure and nomination form for membership of the Warnbro Bowling Club.

1. MEMBERSHIP FORM

- 1.1 Persons wishing to join Warnbro Bowling Club are to complete one of the Membership Applications at Annex A to this By Law. The membership form is to be completed as per Rule 9 of the Constitution.
- 1.2 Persons wishing to join Warnbro Bowling Club as a Dual Club Member, and intent on playing Pennants for Warnbro, are to complete the Multiple Club Pennant Application Form available from Bowls WA. The Application form, once signed by both Clubs, is to be submitted to Bowls WA by the applicant.

2. MEMBERSHIP FEE STRUCTURE

(Amended ECM 11/12/2017)

- 2.1 All fees and subscriptions recommended by the Executive Committee required by Clause 10 of the Constitution shall be in the form of 2.2 below and shall be posted on the Notice Board attached to the By-Laws following presentation to members each year.
- 2.2 Form

WARNBRO BOWLING CLUB MEMBERSHIP FEES FOR THE 20__/20__ YEAR

FULL MEMBERSHIP	\$_____
For renewal of existing membership and new members and includes Capitation Fee (\$_____)	
For new members after 31 October	\$_____
For new members after 31 January	\$_____
DUAL MEMBERSHIP	\$_____
Member with Home Club other than WBC (Membership fee minus Capitation Fee).	
JUNIOR MEMBERSHIP	\$_____
Members less than 18 years old. (25% Membership Fee Plus 50% Capitation Fee)	
SOCIAL MEMBERSHIP	\$_____

Recommended by the Executive Committee on (date)

President.

Secretary.

WARNBRO BOWLING CLUB

BY LAW 7 VETERANS QUALIFICATIONS

The following By Law is the means by which the Bowls Committee has defined Veterans qualification within the Club.

1. QUALIFICATION TO PLAY IN VETERANS COMPETITION

1.1 The qualifications for entry to Warnbro Bowling Club Veteran Competitions are:

- (a) Have reached 70 years of age.
- (b) Be a Full member of Warnbro Bowling Club (Inc).

WARNBRO BOWLING CLUB

BY LAW 8 NOVICE QUALIFICATIONS

The following By Law is the means by which the Bowls Committee has defined Novice qualification within the Club.

1. QUALIFICATION TO PLAY IN NOVICE COMPETITION

1.1 The qualifications for entry to Warnbro Bowling Club Novice Competitions are:

- (a) Be a first or second year player.
- (b) Be a Full member of Warnbro Bowling Club (Inc).
- (c) May not have won any previous Singles Bowling Championship, including the previous years Novice Championship.
- (d) All new members who have previously been a playing member of another club, whether it be State, Interstate or International, for two years are not eligible to participate in novice championships.

WARNBRO BOWLING CLUB

BY-LAW 9 DUTIES OF CLUB MANAGER

Rule 37 refers

1. POSITION DESCRIPTION

Title: Club Manager
Responsible to: Deputy President
Supervises: Bar Staff
Catering Staff
Contract Cleaners

2. OPERATION RESPONSIBILITIES

- a. ensure that the directions of the Club Executive are implemented in a timely and efficient manner;
- b. controls the operation of the club bar, checking of daily sales and the issue of stock;
- c. controls the operation of the kitchen and dining room, oversees the preparation of menus, ensures all monies for meals are collected.
- d. Supervise the layout of the dining room, oversee preparation of seating plans where applicable;
- e. supervises and organizes Club social functions and formal occasions, maintains a function file and controls booking facilities of the Club.
- f. Is to be conversant with Liquor Licensing Act, Occupational Health and Safety, Fire Department legislation requirements.
- g. other duties as required.

3. MAINTENANCE RESPONSIBILITIES

The club will require continual maintenance, so the Club Manager will be responsible for:

- a. the cleanliness and comfort of the club and surrounds;
- b. ensuring that all breakages of crockery, fittings and furniture are reported and replaced as necessary;
- c. conducting regular inspections of the Club and report to the Deputy President all requirements for maintenance;
- d. regular spot checks and control ensure losses of stores are kept to a minimum;
- e. ensuring adequate equipment and material is always available so that cleaning and maintenance of the Club and surrounds is carried out; and
- f. implementing such fire and safety precautions as applicable.

4. SUPERVISORY RESPONSIBILITIES

The Club Manager supervises all Club staff in the execution of their duties, paying particular attention to their standard of dress and personal hygiene, and in addition:

- a. conducts regular hygiene inspections of the Club;
- b. supervises the layout of the menu display board and bar display;
- c. supervises the layout of the dining room and function rooms as required; and

- d. supervise 'on the job training' of staff as required.

5. ADMINISTRATIVE/CLERICAL RESPONSIBILITIES

The Club Manager is responsible to the Club Executive for the following:

- a. administrative details of all club staff, including rosters and duties;
- b. ordering of supplies, food and goods from retailers;
- c. maintaining of inventories and books of account;
- d. ensuring that all monies are receipted and passed to the Treasurer;
- e. pricing of alcoholic beverages and meals; and
- f. other administrative duties as required by the President.

6. SPECIAL CRITERIA

The Manager must have a developed/professional attitude to achieving goals set by the Club Management Committee. The Club Manager must:

- a. be highly motivated;
- b. have proven conflict resolution skills;
- c. have sound communication skills, written and verbal;
- d. demonstrate sound time management and planning skills;
- e. leadership skills at management level; and
- f. have electronic bookkeeping skills.

BY-LAW 10 DUTIES OF BAR STAFF

Rule 37 refers

1. POSITION DESCRIPTION

Title: Food and Beverage Attendant (Casual)
Responsible to: Club Manager

2. OPERATION RESPONSIBILITIES

- a. supplying, dispensing or mixing of liquor including the sale of liquor to takeaway;
- b. undertaking general waiting duties of both food and/or beverage including cleaning and layout of tables;
- c. receipt of monies; and
- d. attending a snack bar.

3. MAINTENANCE RESPONSIBILITIES

- a. cares for linen, cutlery, glasses and crockery;
- b. safeguards food and utensils from contamination under all conditions;
- c. maintains equipment used for serving beverages; and
- d. cleans and maintains bar area, display cabinets and store area.

4. ADMINISTRATIVE/CLERICAL RESPONSIBILITIES

- a. checks and records daily sales and accounts for monies received;
- b. in conjunction with the Manager conduct a Bar and Trading Reconciliation daily;
- c. conducts periodic spot checks of accountable equipment against inventories.

5. PERSONAL TRAITS

The Food and Beverage Attendant must:

- a. be clean and smart appearance in dress;
- b. have a civil and courteous manner;
- c. be punctual and reliable as essential qualities;
- d. be accurate in accounting and stock control;
- e. be completely trustworthy;
- f. have a current Police Clearance (volunteers exempt); and
- g. have Responsible Service of Alcohol (RSA) certification

Volunteers working behind the bar are to conduct themselves in accordance with the directions of the Club or Bar Manager or Executive Committee. Volunteers are also required to have completed the Responsible Service of Alcohol (RSA) certification training.

BY-LAW 11 DUTIES OF CATERING STAFF

Rule 37 refers

1. POSITION DESCRIPTION

Title: Cook Grade 2
Responsible to: Club Manager
Supervises: Kitchen Attendant Grade 1

2. OPERATION RESPONSIBILITIES

- a. carries out cooking of meals and/or snacks;
- b. prepares and cooks casual meals; and

3. MAINTENANCE RESPONSIBILITIES

- a. safeguards food and utensils from contamination under all conditions;
- b. ensures deliveries of supplies are checked on receipt and control of stock;
- c. ensure all breakages of fittings and equipment are reported and replaced as necessary; and
- d. implement such fire and safety precautions as applicable.

4. ADMINISTRATIVE/CLERICAL RESPONSIBILITIES

- a. assists in the preparation of menus;
- b. prepares lists for supplies of food and beverages; and
- c. conducts periodic spot checks of accountable equipment against inventories.

5. SUPERVISORY RESPONSIBILITIES

- a. supervises Kitchen Attendants in their tasks;
- b. supervises 'on the job training' of staff as required.

6. PERSONAL TRAITS

The Cook Grade 2 must:

- a. be highly motivated with the appropriate level of training;
- b. have a proven performance in a club atmosphere;
- c. have sound communication skills; and
- d. be punctual and reliable as essential qualities.

BY-LAW 12 DUTIES OF KITCHEN STAFF

Rule 37 refers

1. POSITION DESCRIPTION

Title: Kitchen Attendant Grade 1

Responsible to: Cook Grade 2

2. OPERATION RESPONSIBILITIES

- a. cleans kitchen, food preparation area and scullery;
- b. cleans cooking and general utensils in kitchen and dining room;
- c. assists Cook Grade 2 in cooking tasks;
- d. assists in the assembly and preparation of ingredients for cooking; and
- e. performs general pantry duties.

3. PERSONAL TRAITS

The Kitchen Attendant must:

- a. be punctual and reliable as essential qualities;
- b. be capable of working in a small team environment;
- c. follow all internal policies and procedures; and
- d. work independently and effectively with minimum supervision.

BY LAW 13 – NOTICES OF MOTION

(Added ECM 03/08/2017)

1. NOTICES OF MOTION

- 13.1 A Notice of Motion can be given for any General Meeting including an Annual General Meeting, a Special General Meeting, and Men's and Women's Annual and Special General Meetings.
- 13.2 A Notice of Motion given for one of these meetings must be Moved and Seconded by a member eligible to attend the subject meeting.
- 13.3 Any motion to amend a motion of which notice has been given for any of these meetings will only be valid and accepted if it is Moved and Seconded by the same persons who Moved and Seconded the original Notice of Motion.

BY LAW 14 – SOCIAL BOWLS COORDINATOR

(Added ECM 11/12/2017)

1. RESPONSIBILITIES

- 14.1 It is the responsibility of the Executive Committee to call for nominations to take on the role of Social Bowls coordinator for the coming year.
- 14.2 Nominations will be called at the Clubs AGM and if more than one candidate is nominated a secret ballot will be held in accordance with By Law 4.
- 14.3 The elected Social Bowls Coordinator is to arrange their own pool of helpers and arrange a roster of members to assist with the running of organised Social Bowls Events.
- 14.4 The duty of the Social Bowls Coordinator is to coordinate all non-Championship events for the club, including all Social events, Summer and Winter Bankers and other Social Bowling events that have been scheduled to be run for both the Ladies and Men's bowls sections.
- 14.5 The Social Bowls coordinator is required to liaise with both the Ladies and Men's Match Committee's Chairpersons.
- 14.6 All Social events are to be cleared by the Social Bowls Coordinator, who will be responsible to ensure events do not clash with Pennant events or Championship events. the Social Bowls Coordinator is to submit a list of events to be incorporated into the annual calendar of events.

BY LAW 15 – COMMON SEAL

(Added ECM 11/12/2017)

1. COMMON SEAL

- 15.1 The Common Seal of the Warnbro Bowling Club (Inc) (Common Seal) is to be affixed to all contracts and other legal agreements between the Club and other parties.
- 15.2 The Common Seal is only to be affixed as provided in the Constitution on the authority of a resolution of the Executive Committee.
- 15.3 The form of the resolution of the Executive Committee to authorise the affixing of the Common Seal to a legal document will take the form:

That the Common Seal of the Warnbro Bowling Club be affixed to the (legal document) dated (date) in accordance with Clause 34 of the Constitution.

- 15.4 The Secretary shall maintain a register of all documents to which the Common Seal is affixed.