

# IVANHOE BOWLING CLUB INC.

## BY-LAWS

Pursuant to Rule 32 of the Constitution of the Ivanhoe Bowling Club Incorporated, the Board hereby makes the following By-Laws.

### 1. **CATEGORIES OF MEMBERSHIP**

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Categories of membership as defined in the Club's Constitution shall contain the following Classes of membership.

#### 1.1 **Affiliated Members**

Affiliated Members shall be affiliates of Bowls Victoria, have the right to be present, debate and vote at General Meetings and, if of legal age, to hold office. Affiliated Members shall be, and shall be divided into, the following classes:

- (a) Full Members are adult persons meeting the requirements for membership set out in the Constitution and these By-Laws.
- (b) Special Members are members transferred by resolution of the Board to such class of membership. Special Members shall have all the rights and privileges of Full Members and shall be subject to all financial and other obligations of a Full Member except that they shall pay the Annual Subscription prescribed by By-Law 2.1 for Special Members. To be transferred to the class of Special Member, a Member must have been a Full Member and by reason of advanced age or infirmity be unable to make full use of the bowling facilities of the Club or by reason of financial hardship be unable to maintain Full Membership.
- (c) Social (Bowling) Members are persons who apply for and are admitted to the Club as Social (Bowling) Members. Social (Bowling) Members shall be entitled to use the facilities of the Club, to take part in social games and use the greens for practice.
- (d) Student Members are persons of 18 years of age or older who are full time Secondary or Tertiary Students and are nominated and approved for student membership of the Club in accordance with the Constitution. On ceasing full time study, Student Members shall be ineligible to continue in such membership class but shall be eligible for election to another category or class of membership.
- (e) Junior Members are persons under the age of 18 years who are nominated and approved for Junior Membership of the Club. No person under the age of 18 years shall be admitted as a member other than as a Junior Member of the Club. On attaining the age of 18 years, Junior Members shall be ineligible to continue in such membership class but shall be eligible for election to another category or class of membership.

## **1.2 Life Members**

Life Members are persons elected as such by the Members at an Annual General Meeting. Life Members shall have all the rights and privileges of Affiliated Members and shall be subject to all the financial and other obligations of Affiliated Members except that they shall not be required to pay any Annual Subscription. To be elected a Life Member a Member must, in the opinion of the Board, have rendered distinguished service to the Club and be recommended for life membership by not less than three quarters of the Board and be elected a Life Member by Special Resolution at an Annual General Meeting.

## **1.3 Honorary Members**

Honorary Members are members of other bowling clubs present at the Club for the purpose of playing bowls for the day.

## **1.4 Other Categories of Membership**

Pursuant to Rule 5.1(d) of the Constitution the Board hereby makes the following Categories of Members, who shall have the right to be present and to debate at General Meetings, but do not have the right to vote at General Meetings.

- (a) Non-Playing Members are persons who apply for and are admitted as Non-Playing Members of the Club. Non-Playing Members shall be entitled to use the facilities of the Club.
- (b) Indoor Bias Bowls Members are persons who join solely to play indoor bias bowls.

## **2. MEMBERSHIP OF THE CLUB**

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### **2.1 Subscription and Fees**

- (a) A person who is nominated and approved for membership as provided in the Constitution and these By-Laws is eligible to be a Member of the Club on payment of the Annual Subscription payable.
- (b) The Annual Subscription for all classes of members shall be such amounts as may be established by the Board and such subscription is payable in advance on or before 30 June in each year.
- (c) A Member who expects to be absent for a period of at least 12 months may make application to the Board for leave of absence for a period not exceeding two years.
- (d) The Board may decide from time to time to reduce fees and/or subscriptions for the first season of membership of first time applicants and previous members of the Club returning to the Club for the first time.

## 2.2 Application for Membership

- (a) As soon as practicable after the receipt of a nomination, the Secretary must place the application on the Club's notice board where it shall remain for at least 14 days during which any member may make comment to a Director before the nomination is considered by the Board.
- (b) If the Board approves a nomination for membership, the Secretary must, as soon as practicable:-
  - (i) notify the nominee in writing of the approval for membership; and
  - (ii) request payment within 28 days after receipt of the notification of the sum payable as the first year's Annual Subscription.
- (c) The Secretary must, within 28 days after receipt of the amounts referred to in By-Law 2.2(b), enter the nominee's name in the Register of Members.
- (d) A nominee for membership becomes a Member and is entitled to exercise the rights of membership when his or her name is entered in the Register of Members.

## 2.3 Voting at General Meetings

- (a) All votes must be given personally.
- (b) In accordance with Rule 6.(b) of the Constitution the Board is empowered to prevent non-financial members from voting at General Meetings.
- (c) A Member is not entitled to vote at an Annual General Meeting unless all moneys due and payable by the Member to the Club have been paid, other than the amount of the Annual Subscription payable in respect of the current financial year.

## 2.4 Eligibility for Pennant Sides

A Member of the Club who has not paid moneys due and payable by such Member to the Club shall not be eligible for selection in any side representing the Club in pennant competition.

## 3. **BOARD**

### 3.1 Elected Directors

All Elected Directors shall be elected in accordance with Rule 16 of the Constitution. Elected Directors of the Club shall be:

- (a) a Chairperson;
- (b) a Treasurer;
- (c) a Secretary;
- (d) a Membership Director;
- (e) a Bowls Director;
- (f) a Tournaments Director;
- (g) a Functions Director; and
- (h) a Property Director.

The following Directors shall be elected in every odd-numbered year:-  
Chairperson, Treasurer, Property Director and Tournaments Director.

The following Directors shall be elected in every even-numbered year:-  
Secretary, Functions Director, Bowls Director and Membership Director.

### **3.2 Ballot for Election of Directors**

The ballot (if required) for the election of Elected Directors of the Board must be conducted at the Annual General Meeting in the following manner:-

- (a) It shall be conducted by returning officers appointed by the Board.
- (b) The method of voting shall be by preferential voting.
- (c) If two candidates receive an equal number of votes the ballot shall be repeated. If the second ballot fails to determine an affirmative vote, the incumbent candidate (if any) shall be declared elected, else the result shall be determined by lot.

### **3.3 Meetings of the Board**

- (a) The Board must meet at least eight (8) times in each year at such place and such times as the Board may determine.
- (b) Special Meetings of the Board may be convened by the Chairperson or by any four (4) Directors.

## **4. FUNDS**

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- (a) The Treasurer of the Club must:-
  - (i) collect and receive all moneys due to the Club and make all payments authorized by the Board; and
  - (ii) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two Directors of the Board.
- (c) The Banking account of the Club shall be kept at such bank as the Board from time to time determines.
- (d) No expenditure exceeding two hundred dollars (\$200) shall be entered into without the consent of the Board.
- (e) The Secretary may authorize expenditure not exceeding two hundred dollars (\$200).
- (f) The funds of the Club shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Board determines and the Club shall provide and maintain its facilities from the joint funds of the Club.

- (g) If at any time the members in General Meeting shall pass a resolution authorizing the Club to borrow money, the Board shall thereupon subject to any direction of the General Meeting be empowered to borrow such amounts of money on behalf of the Club either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as it shall determine and make such dispositions of the Club's property or any part thereof and enter into such agreements in relation thereto as it may deem proper for giving security for such loans and interests.

## **5. AUDIT**

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- (a) An Auditor shall be appointed at each Annual General Meeting of the Club. Such auditor shall not be a member of the Board of the Club.
- (b) The Auditor shall have power at all times to examine the books and documents of the Club and shall as soon as convenient after the close of the financial year audit a statement of income and expenditure of the Club for its last financial year and a statement of the assets and liabilities of the Club at the end of its last financial year.
- (c) The Auditor's report shall be submitted to the Annual General Meeting.

## **6. COLOURS OF THE CLUB**

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The colours of the Ivanhoe Bowling Club Inc. shall be navy blue and light blue.

## **7. SELECTION COMMITTEE**

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### **7.1 Composition of the Selection Committee**

- (a) A panel called the Selection Committee comprising financial Affiliated Members shall be elected each year at the Annual General Meeting of the Club. The Selection Committee shall consist of
- (i) a selection sub-committee for the Saturday pennant competition;
  - (ii) a selection sub-committee for the Midweek pennant competition; and
  - (iii) a selection sub-committee for the Tuesday Night pennant competition.
- (b) The number of Selectors in each of the selection sub-committees shall be equal to the number of pennant sides entered in the respective pennant competition and one additional member.
- (c) No player is eligible to be a Chairperson of Selectors or a Selector until having been a playing member of a Club pennant side for a minimum of three (3) years, with the exception of the appointed Club Coach, who shall be eligible after playing in a Club pennant side for one (1) year.
- (d) The position of Chairperson of a selection sub-committee shall be appointed by the respective sub-committee from amongst its number.

## **7.2 Election of Selectors**

- (a) The election shall be in accordance with the provisions of Rule 16 of the Constitution and of Clause 3.2 of the By-Laws of the Club so far as applicable and with the necessary modifications.
- (b) Each member of the Selection Committee shall hold office until the conclusion of the Annual General Meeting of the Club next following the date of election, but shall be eligible for re-election.

## **7.3 Duties of the Selection Committee**

- (a) The duties of the Selection Committee shall be:
  - (i) to select, control and manage all Club pennant sides engaged in seasonal competitions;
  - (ii) to select Club teams for Shield events.
- (b) Each selection sub-committee shall appoint its members to be responsible for one pennant side each. That member shall consult with each skipper of the teams in the side after each pennant game or before the next selection meeting, in order that every pennant player is correctly reported upon. The chairperson of each selection sub-committee shall ensure that Members are kept informed of such appointments at all times.
- (c) For each pennant competition the method of selection of each pennant side shall be by all members of the respective selection sub-committee. In the event that a decision on the selection of a pennant side cannot be reached by the sub-committee, the method of selection of that pennant side shall be by the Chairperson of the selection sub-committee and the nominated Selector for the side under consideration and the nominated Selector for the next lower side, but the method of selection of the lowest pennant side shall be by the Chairperson of the selection sub-committee and the nominated Selector of the side under consideration and the nominated Selector for the next higher side.
- (d) If a pennant player is relegated from a pennant side, then that player is informed of the reason as soon as practicable.
- (e) The Selection Committee shall conduct the various Championships of the Club as follows:
  - (i) The sub-committee responsible for the Saturday pennant competition shall conduct the men's championships.
  - (ii) The sub-committee responsible for the Midweek pennant competition shall conduct the women's championships.
  - (iii) The Chairpersons of the selection sub-committees shall conduct the Club's Mixed Pairs Championship and the Club's open championships.
  - (iv) The name(s) of the person(s) appointed to convene a Club championship shall be written on the draw sheet for that championship.

## **7.4 Vacancies**

In the event of a casual vacancy occurring in the Selection Committee, the Board may appoint a financial Affiliated Member to fill the vacancy and the Member so

appointed shall hold office until the conclusion of the Annual General Meeting of the Club next following the date of the appointment.

## **8. GREENS**

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- (a) The greens of the Club shall be used in such manner as the Board shall from time to time determine.
- (b) Subject to the general control by the Board, the Greens Coordinator or if absent, a deputy shall exercise control and supervision of the greens.
- (c) The Greens Coordinator, or if absent, a deputy or if none of these are available, any Director shall have power to prevent or stop play on the greens at any time if it is considered that they may be damaged by play thereon.
- (d) No person shall be allowed to play on the playing area unless wearing smooth rubber soled and heel-less shoes or is shoeless.
- (e) Every member shall be bound to observe any direction given under this By-Law.

## **9. APPOINTMENTS**

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Directors shall nominate the following Coordinators to positions in their respective Directorates for appointment by the Board. Each Coordinator shall hold the position at the discretion of the Board.

### **9.1 Bowls Directorate**

- (a) Coaching
- (b) Umpiring
- (c) Indoor Bias Bowls
- (d) Delegates & Shields
- (e) Pennant

### **9.2 Tournaments Directorate**

- (a) Major Tournaments
- (b) Sponsorship
- (c) Midweek & Social Bowls
- (d) BV/BA Events

### **9.3 Membership Directorate**

- (a) New Members
- (b) Current Members
- (c) Club Clothing
- (d) History
- (e) Schools
- (f) First Aid

### **9.4 Property Directorate**

- (a) Greens
- (b) Gardens
- (c) Club Security

(d) Planning & Maintenance

**9.5 Functions Directorate**

- (a) Bar Manager
- (b) Trading Table
- (c) Bulk Buying
- (d) Facility Hire
- (e) Catering

**9.6 Secretary**

- (a) BV Contact Officer
- (b) Computer & AV Systems
- (c) Website

**10. RESPONSIBILITIES AND TASKS**

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The responsibilities and tasks of each member of the Board and Club Appointments are to be provided in a separate document appended to these By-Laws.