

Jindalee Bowls Club Inc.

By Laws

Effective 01 January 2018

By Laws

Contents

Law.	Description	Page
1	Election and Ballot Procedures	3
2	Absentee Votes	3
3	Duties of Committee Members	3/4/5/6
3(e)	Presidents Bowls Sections	5
3(f)	Games Directors	5
4	Gaming Machine Nominee	6
5	Bar Liaison Officer	7
6	Bar Supervisor	7
7	Bowls Coordinator	8
8	Food Safety Supervisor	8
8	Sub Committees and their Functions	9
9(a)	Assistant Secretaries	9
9(b)	Assistant Treasurers	10
9(c)	Selectors	10
10	Match Committee	12
11	District Association Delegates	10
12	Coordinator Umpires	10
13	Coordinator Coaches	11
14	Weather Policy	11
15	Fund Raising Activities	11
16	Public Relations Officer	12
17	Attire	12
18	Alterations to By Laws	12
19	Notice Board	12
20	The Club Colours	12
21	Disputes	12
22	Constitution and By Laws	12
23	Membership Cards	12
24	Welfare Officer	13
25	Lockers	13
26	Staff	13
27	Awards	13
28	Club Honors	13
29	Club Championships	13
30	Social Play	14
	By Law Index	14

BY LAWS OF THE JINDALEE BOWLS CLUB INC.

1. ELECTION AND BALLOT PROCEDURES

- (a) The contested election of Management Committee members and other such positions as listed in Rule 33 shall be by secret ballot as specified in Rule 18(b) of the Constitution. If such is the case, the Secretary shall have prepared balloting lists as outlined in Rule 26(d) of the Constitution. The balloting lists shall indicate in an unambiguous manner the method of recording votes.
- (b) The Chairman shall appoint two members present at the meeting to act as Scrutineers. The Scrutineers shall distribute balloting lists to each member present and entitled to vote at that meeting and shall collect the completed votes and count them. Upon completion of counting of the votes, the Scrutineers shall advise the Chairman of the result. Following declaration of the election, no further business shall be conducted at the meeting until a resolution is passed that the votes be destroyed.
- (c) Other questions at a General Meeting shall be decided by a majority of votes of the members present and entitled to vote at the meeting. Such voting shall be by show of hands or a division of members unless not less than one- fifth of the members present demand a secret ballot. If such is the case, the Chairman shall appoint two Scrutineers to prepare balloting papers, distribute them to each member present and entitled to vote at the meeting, collect the completed votes and count them and subsequently advise the Chairman of the result of the ballot. No further business shall be conducted until a resolution is passed that the votes be destroyed.

2. ABSENTEE VOTE

- (a) A member requiring an absentee vote shall acquire the necessary ballot paper/s as supplied by the Secretary
- (b) The Secretary shall provide sufficient ballot papers (if necessary) with the names of candidates written or printed thereon in alphabetical order at least seven (7) days prior to the Annual General Meeting to enable Members unable to attend such Annual General Meeting to cast a written vote.
- (c) The Secretary Shall,
 - (i) Make the Ballot papers available in accordance with By Law 2(b)
 - (ii) Issue, or in his absence, delegate others to issue and record such issue and initial such voting paper,
 - (iii) Check, or delegate as in (ii) above, that the envelope containing the completed voting paper is sealed and initial it.
 - (iv) Nominate a safe secure place to store the envelopes.
 - (v) Verify that the member is not at the Annual General Meeting.
 - (vi) Hand the envelope/s to one of the duly appointed Scrutineers at the Annual General Meeting

3. DUTIES OF THE MANAGEMENT COMMITTEE MEMBERS

(a) CHAIRMAN OF THE MANAGEMENT COMMITTEE

The Chairman of the Management Committee shall be responsible subject to the direction of the Management Committee and General Meetings of Members for the overall administration of the Club.

(b) **DEPUTY CHAIRMAN**

The Deputy Chairman shall assist and work with the Chairman to ensure that all duties allotted by the Management Committee are properly carried out. These duties shall include ensuring that Fund Raising, Sponsorship and Social Activities of the Club are undertaken within the terms of reference as approved from time to time by the Management Committee. The Deputy Chairman shall have power to co-opt any member to assist with these duties subject to the approval of the Management Committee.

In the absence of the Chairman, the Deputy Chairman will carry out the duties normally performed by the Chairman.

(c) (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 Associations Incorporation Act 1981 or any amendments thereof and furnish all necessary returns or information to the Licensing Commission and the Department of Fair Trading. The Secretary shall ensure that a register of current key holders is maintained. The Secretary shall keep a faithful record of the business transacted at all meetings, issue notices of all meetings connected with the Club.

Within seven (7) days following any meeting of the Management Committee the Secretary shall have placed on the notice board the draft minutes of such meeting. These draft minutes shall be complete in as far as they relate to decided issues and include a copy of the previous month accounts summary as prepared by the Club Treasurer. The Management Committee may by separate resolution determine that a particular item may be detrimental to the best interests of the Club, its members or its contractors and only such item may then be deleted from the draft minutes to be displayed.

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 members falling under Rule 11(b) 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 .

(d) **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 alike 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. He 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, such accounts to be audited by a suitably qualified person appointed at the Club's Annual General Meeting.

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

(e) **(a) PRESIDENTS - MALE AND FEMALE BOWLS SECTIONS**

The Presidents, or their appointee, of the respective Bowls Sections shall preside on days, which involve bowls events or associated functions. In conjunction with Games directors be responsible for organizing a programme of bowling events for the year.

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 affecting their Section.

They shall be responsible for and supervise the duties expected of all persons holding positions, in their respective sections, including occasions requiring official representation.

(b) VICE PRESIDENTS – MALE AND FEMALE BOWLS SECTIONS.

The Vice President of the respective Bowls Sections shall be the ‘understudy’ and work with the President of that section. The Vice President will preside on days which involve bowling events, when the President is absent, and will assume and be responsible for, all duties normally performed by the President of that Section

Ideally the Vice President will become President of that section, the following year to ensure continuity of programs and events organized the previous year.

(f) **GAMES DIRECTORS - MALE AND FEMALE BOWLS SECTIONS**

The Elected Games Directors of the respective bowls sections shall liaise and work together as required and be responsible for the conduct of all club championships and social play.

Their duties will include:

- (i) Seeing that approved conditions of play are implemented
- (ii) Request the Coordinator of Umpires to arrange Umpires/Markers when required
- (iii) Allocating rinks for championships and social play
- (iv) Prepare Cards for Games under his/her control
- (v). The Elected Games Directors and/or in their absence the delegated member or members as the Controlling Body, take immediate control over the Conditions of Play under which a game is played on the Club’s greens
- (xii) Advising results of all games to the respective controlling bodies and the media.
- (vi) Overseeing all relevant Bowls Associations Competitions allocated to the Club.
- (xiii) Recommending appointment of Conveners, for approval by the Management Committee, in respect of allocated playing days
- (ix) Be responsible to ensure that all nomination and playing fees have been paid prior to the Event

(g) **GREENS COORDINATOR**

The Greens Coordinator shall be responsible to ensure the upkeep of the Greens, Banks, Gardens and

Surrounds (which will include Pathways and Car Parks) are of a high quality and will liaise with the Green Keeper regarding such maintenance.

This responsibility having been delegated to him by the Management Committee who shall retain overall control for these areas. His decision shall be final regarding the question as to whether the green or greens are in a fit state for use. In his absence members of the management committee present shall be responsible for such decisions.

He shall, subject to the concurrence of the Management Committee, have power to order the necessary material and procure extra assistance if required for maintaining the Greens, Banks, Gardens and Surrounds (which shall include Pathways and Car Parks) in good order.

He shall present a written report regarding the greens or any other matter concerning his area of responsibility, to each monthly meeting of the Management Committee.

(h) HOUSE COORDINATOR

The Building and maintenance thereof shall be under the full control of the Management Committee who may delegate its authority to the House 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 he/she thinks fit, without restricting the generality thereof, the choice of contractors or tradesmen 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 replace worn, damaged or lost items.
- (iv) Maintain an inventory of furniture and equipment normally located in the Clubhouse.
- (v) Ensure that the Clubhouse, including the terraces, under the house and entrances are kept clean and tidy.
- (vi) Oversee the work performed by cleaning contractors.

4. GAMING MACHINE NOMINEE

The Management Committee shall appoint a Gaming Machine Nominee who shall form a sub-committee to coordinate and assist the Machine Employees and generally supervise activities related to the operation of the Gaming Machines. The Gaming Nominee must hold or apply for a Nominee License before appointment. The Gaming Nominee will complete and present Forms 61, 75B and 42 for Management approval to each monthly meeting of the Management Committee.

5. BAR LIAISON OFFICER

The Bar Liaison Officer will be appointed by the Management Committee to oversee and report on bar operations and be responsible for the welfare and job satisfaction of the paid employees.

The Bar Liaison Officer will:

Be the interface between the Bar Manager and the Management Committee and provide guidance to the Bar Manager ensuring club policies are followed.

Forward a written report from the Bar Manager, which will include a record of the weekly bar turnover for the Month, details of confirmed Hall Bookings including anticipated number of guests, number of guests at functions held during the month as well as the turnover for each function

Approve the monthly duty rosters prepared by the Bar Supervisor. Work with the Bar Manager in promoting and developing business plans to maximize the financial returns from the bar, hall and kitchen

Ensure all staff is given appropriate induction and training on all equipment and follow RSA guidelines at all times.

Check that cellar maintenance including weekly cleaning of beer lines, stock rotation and a high standard of hygiene is maintained.

6. BAR SUPERVISOR

The Bar Supervisor will be directly responsible to the Management Committee via the Liaison Officer

The Bar Supervisor shall submit a written report, which will include a record of the weekly bar turnover for the Month, details of confirmed Hall Bookings including anticipated number of guests, number of guests at functions held during the month as well as the turnover for each function.

Prepare a monthly duty roster for approval by the Bar Liaison Officer taking account of programmed events and functions and provide general day to day supervision. Rosters are to maximize the employment of RSA trained volunteers where possible with the understanding that paid staff should be in attendance during bowling events and functions.

Work with the Bar Liaison Officer in ongoing product development. The Bar Supervisor will be responsible for the ordering of all bar supplies but through the Bar Liaison Officer, shall seek Management Committee approval for alterations to the bar supply requirements.

Operate the outlet to meet all budget targets including sales, cost of goods, wages and expenses. Ensure all team members are trained to use the POS and charge appropriately for all products sold.

Be responsible for stock security, stock rotation, minimum product wastage and stock taking as required.

Ensure staff is given appropriate induction and training on all equipment and processes including emergency evacuation procedures and first aid as per induction checklist. Ensure all bar staff strictly follow RSA guidelines at all times. The supervisor must take total control of RSA in the venue including refusing service and asking people to leave if they become intoxicated.

Ensuring cellar maintenance including weekly cleaning of beer lines, stock rotation and maintaining hygiene standards as required

Liaise with Bar Liaison Officer and Club Treasurer to ensure correct operation of the POS system and all products are appropriately priced. Confer with the Bar Liaison Officer to maintain compliance with OHS Legislation and site safety rules within their area of responsibility.

Together with the Bar Liaison Officer ensure personnel within their area of responsibility, have undertaken appropriate training for risk management and standard work methods.

Perform cleaning tasks in accordance with the duty rosters and cleaning standards. Checking during rostered hours that kitchen is clean and tidy and up to health standards. Advise the House Coordinator should any repairs or maintenance be required.

Investigate hazard reports and in conjunction with the Bar Liaison Officer, ensure that corrective actions are undertaken.

Advise Bar Liaison Officer of bookings of the Function Room, BBQ and Bar Areas. Ensure all staff have knowledge of how to use the outdoor lights and the BBQ equipment.

Reprimand and counseling of Bar Staff will be the responsibility of the Management Committee Executive or a Sub Committee appointed by the Management Committee.

Employment and termination of bar staff will be the responsibility of the Management Committee.

Oversee and be aware of arrangements for letting of the clubs function rooms and BBQ area and advise House Coordinator of such arrangements.

Set up an Incident Report System and follow up regularly.

7. BOWLS COORDINATOR

The Bowls Coordinator will be responsible for administering the club's involvement in external competitions such as Premier League and Premier 7's for both the Men's and Ladies Bowls Sections.

He/she will be the central contact point and negotiate with external organisations with regard to all aspects of entry into competitions.

The Bowls Coordinator will liaise with Section Presidents to determine the number of teams to be entered in an external competition. Management Committee approval will be necessary when funding is required for entry into the competitions.

The Bowls Coordinator will organise transport to external venues for away games if required and approved, and will advise Section Presidents of the catering requirements for visiting teams.

He/she will be responsible for all competition off-field activities e.g. announcers, signage, scoreboards etc. for events under his/her control.

In conjunction with the Greens Coordinator, the Bowls Coordinator will arrange game times and greens allocations to cater for external competitions under his/her control.

The Bowls Coordinator will have the power to co-opt members to assist when and where necessary. The Bowls Coordinator will be appointed from time to time by the Management Committee.

Notwithstanding the allocation of duties contained in the preceding paragraphs 5 to 7 inclusive the Management Committee may vary any, and all of the duties applicable to any and all positions described therein at any time and from time to time where it considers that such variation shall assist in the better management of the Club.

8. FOOD SAFETY SUPERVISOR

The Food Safety Supervisor will be appointed by the Management Committee to oversee and report on all food preparation, storage and handling and be responsible for the contents and condition of the club kitchen.

The Food Safety Supervisor will report to the Management Committee on the condition and suitability of the kitchen and its contents and provide guidance to the Bar Manager and volunteer kitchen assistants ensuring that the club food safety guidelines are followed.

9. SUB COMMITTEES AND THEIR FUNCTIONS

Presidents of Bowls Sections will form a Sub Committee to assist them in performing the Functions as set out in Law 10. The makeup of such Sub Committee will be advised to the Management Committee at their first Meeting following the Annual General Meeting.

The Chairman of the Management Committee or his appointee shall be an ex-officio member of all club subcommittees.

The Management Committee may appoint sub committees for any purpose whatsoever. The Chairman of each subcommittee shall 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 the sub committee's designated functions.

A subcommittee 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 Chairman of each subcommittee shall advise the Management Committee's Chairman of the Date and time of any proposed meeting. The Management Committee Chairman shall be advised Of any suggestions or decisions reached by the subcommittee.

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.

(a) ASSISTANT SECRETARIES

The Assistant Secretaries who shall be elected at the Annual General Meeting in accordance with Rule 26 of the Constitution shall: -

- (i) Assist the Club Secretary to maintain the register of members eligible to play bowls.
- (ii) Deal with all correspondence relating to bowls matters
- (iii) Carry out all duties and instructions which the Secretary or Management Committee may direct to be done .
- (iv) Report to the Secretary on matters that come under his/her cognizance in connection with the affairs of the respective bowls sections.

(b) ASSISTANT TREASURERS

The Assistant Treasurers who shall be elected at the Annual General Meeting in accordance with Rule 26 of the Constitution shall be responsible for the oversight and collection of all monies raised from the Games of the respective Ladies' and Men's Sections. They will assist the Treasurer when and as required.

(c) SELECTOR/S - BOWLS SECTION

- (i) The Elected Selector/s (and or box selectors) for each of the respective bowls sections Shall select teams where appropriate for pennant matches, Inter Club Games, and all representative games and social play.

- (ii) Apply “Conditions of Play” for games under their control.
- (iii) Advise results of games to the respective controlling bodies and the media
- (iv) Liaise and work with the games Director/s as necessary.
- (v) They shall also prepare cards for the games under their control.

10. MATCH COMMITTEE.

Each Bowls Section Match Committee shall consist of The Games Director and it’s Selectors. If deemed necessary, the Management Committee may appoint any additional competent person who may bring relevant expertise to this Committee. Games Directors of each Bowls Section shall Chair their respective Match Committees.

- (i) The Match Committees shall be jointly responsible for recommending formulation and modifications to the Conditions of Play for all championship, social and special events under the control of JBC Inc.
- (ii) Recommended formulation of/ or modifications to Conditions of Play are to be approved by the Management Committee.

11. DISTRICT ASSOCIATION DELEGATES

The Delegates who shall be elected at the Annual General meeting in accordance with Rule 26 of the Constitution shall: -

- (i) Attend meetings of the Associations and vote thereat as instructed by the Management Committee.
- (ii) Submit a written report to the Management Committee at each monthly meeting on the proceedings of the Cunningham District Bowls Association.
- (iii) Report any urgent business on the next playing day following the Association meeting.

12. COORDINATOR OF UMPIRES

The Coordinator of Umpires who shall be elected at the Annual General meeting in accordance with Rule 26 of the Constitution shall: -

- (i) Be a nationally accredited Umpire
- (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 Umpires’ 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 Convener of a Carnival or special Bowls fixture, arrange for Umpires and Markers to be in attendance.

13. COORDINATOR OF COACHES

The Coordinator of Coaches who shall be elected at the Annual General Meeting in accordance with Rule 26 of the Constitution shall: -

- (i) Be a nationally accredited Coach
- (ii) Keep, or cause to be kept, a register of Club members who are National Coaches.
- (iii) Convene meetings of Coaches when required
- (iv) Devise Coaching programs as required.
- (v) Allocate Coaches to new entrants into bowls.
- (vi) Ensure Coaching equipment and techniques are kept up to date.
- (vii) Compile reports as required by State or District Associations.

14. WEATHER POLICY

Games will not commence if the temperature is 37 degrees or above. A one hour delay will be allowed to ascertain if the temperature will fall below 37 degrees. If it does not, play will be abandoned and the game will be rescheduled. If the temperature reaches 35 degrees, any player can take a 10 minute break every 30 minutes. If the temperature reaches 35 degrees and the humidity is over 50%, extreme care must be exercised. If atmospheric conditions produce possible dangerous weather conditions, the Controlling Body should assess if it is safe to continue. In the event that there is no Controlling Body, the senior committee member present can make the decision. Temperature must be measured in the shade with good air flow around the thermometer which should be placed 1.5 metre above the ground.

15. FUND RAISING SOCIAL ACTIVITIES

The Deputy Chairperson has overall responsibility for fund raising and social activities. He/she will carry out this task by:

- (i) Compiling an annual program and strategy for Fund Raising
- (ii) Preparing a fund raising revenue forecast to assist the Treasurer in preparing a cash flow budget
- (iii) Reviewing current methods and introduce new revenue increasing ideas.
- (iv) If requested, the Management Committee may approve the establishment of an Petty Cash float to enable payment of any amounts required for ease of operation of the Committee. Such float to be accounted for as directed by the Treasurer. The amount of such float to be as approved by the Management Committee from time to time.

16. PUBLIC RELATIONS OFFICER

A Public Relations Officer may be appointed by the Management Committee and shall be responsible to see that all matters of interest are reported and publicised to the best advantage.

17. 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's premises.

18. ALTERATIONS TO BY LAWS

The Management Committee by way of resolution may make, amend or repeal any By-Laws, not consistent with the Rules contained in the Club's Constitution. A By-Law may be set aside by a vote by way of "Special Resolution" at a General Meeting of the Club.

19. NOTICE BOARD

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

20. THE CLUB COLOURS.

The Club colours shall be blue and gold.

21. DISPUTES

The Management Committee shall appoint a Disputes Committee for both Ladies' and Men's Bowls Sections 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 questions 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 the Disputes Committee shall be final and binding and there shall be no appeal there from. 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 Chairman to take his/her place.

22. CONSTITUTION AND BY LAWS

The Management Committee shall appoint a sub-committee to consider any amendments, additions to the Constitution or By Laws as may be referred to it and make recommendations.

23. 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, any officer of the Club or any person authorised by the Management Committee.
- (iii) Any member found lending his/her membership card to another person may be expelled from membership of the Club.

24. WELFARE OFFICER

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

25. LOCKERS

Individual lockers may be leased by the Management Committee to members at a fee determined by the Management Committee. No further charge will be made to the lessee who retains the locker as long as he remains a member of the Club. On termination of membership the Management Committee will release the locker.

26. 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 servant of the Club shall be made to the Secretary in writing.
- (iii) No employee shall be permitted to play the poker machines whilst on duty.
- (iv) No employee shall be permitted to drink any alcoholic beverages whilst on duty.
- (v) Where an employee is an ordinary member of Jindalee Bowls Club or any other Bowls Club, their work roster shall take precedence over any bowls activity unless alternative arrangements have previously been made.
- (vi) The duties of all employees will be as defined by Industrial Law or Agreement or as contained in their contract of employment

27. AWARDS

For a member to be considered for any Club Award, his/her name shall be submitted in writing to the Management Committee detailing the reason for the submission.

A Club Award may be presented to any member of the Club at the discretion of the Management Committee.

28. CLUB HONOURS

Club Honors shall be presented in a manner as approved by the Management Committee.

29. CLUB CHAMPIONSHIPS

Club Championships and any other events which may be decided upon by the individual Bowls Sections or acting together and approved by the Management Committee will be conducted under the Conditions of Play for the said event.

- (i) Unless conditions of play state otherwise, all members competing in Club Championship events, representative events (e.g. pennants) and interclub visits will wear the Club Uniform as currently registered with and approved by the Cunningham District Bowls Association.
- (ii) Conditions of Play for all events will be displayed when nominations are called.
- (iii) Unless otherwise stated the Laws of the Game of Bowls in Australia shall apply to such Championships.
- (IV) "Conditions of Play" See separate paper.

30. SOCIAL PLAY

- (i) To assist in maximizing the Club's greens based on the current social and employment environment all Social play shall be promoted and conducted as a mixed format wherever possible.
- (b) Male and Female integration throughout all teams shall be encouraged and no player shall be refused a social game based on gender.
- (c) It shall not be deemed sufficient for the Controlling Body to simply provide separate rinks for individual Bowls section members.
- (d) The Controlling Body for any given day will advise the Management Committee of any exceptional circumstances that may give rise to varying the abovementioned format.

BY LAWS INDEX

LAW	DESCRIPTION	PAGE
2	Absentee Vote	3
18	Alterations to By Laws	12
9(a)	Assistant Secretaries	9
9(b)	Assistant Treasurers	9
17	Attire	12
27	Awards	13
1	Ballot Procedures	3
5	Bar Liaison Officer	7
7	Bowls Coordinator	8
18	By Laws	12
3(a)	Chairman	3
29	Club Championships	13
13	Coordinator of Coaches	11
12	Coordinator of Umpires	10
22	Constitution	12
3(b)	Deputy Chairman	4
21	Disputes	12
11	District Bowls Association Delegates	10
3	Duties of Management Committee	3/4/5/6
1	Election Procedures	3
8	Food Safety Supervisor	9
15	Fund Raising / Social Activities	12
3(f)	Games Director/s	5
4	Gaming Machine Nominee	6
3(g)	Greens Coordinator	6
28	Club Honors	13
3(h)	House Coordinator	6
24	Lockers	13
10	Match Committee	12
23	Membership Cards	13
19	Notice Board	12
3(e)	Presidents	5
16	Public relations Officer	12
3(c)(i)	Secretary	4
9(c)	Selector/s	9
30	Social Play	14
26	Staff	13
8	Sub-Committees	9
20	Club Colours	12
3(cd)	Treasurer	4
14	Weather Policy	11
24	Welfare Officer	13