



**By Laws
of the
Mt Pleasant Bowling Club**



6th January 2021

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1 GOVERNING STRUCTURE

The Mt. Pleasant Bowling Club Inc., otherwise referred to as the Club, shall have an Executive Committee (as outlined in the Constitution item 9), that consists of President, Vice President, Treasurer, Secretary, and Chairpersons of Standing Committees.

2 ROLE OF STANDING COMMITTEES

Standing Committees include Match, Greens, Bar, House, Membership, Sponsorship, Finance and Social Committees. Other Committees can be created by the Executive Committee as need rises.

The role of the respective Ladies' and Men's President of Bowls, in conjunction with the relevant Match Committees, is to oversee all bowls competitions conducted at the Club.

All Standing Committees should comply with the expenditure criteria as detailed below.

2.1 Expenditure

- 2.1.1 The committees shall consist of up to FIVE [5] Members
- 2.1.2 at the March meeting of the Executive Committee to present a written outline of proposed budget expenditure items exceeding THREE times the current value of a Full Membership subscription on any item during the next Club financial year
- 2.1.3 financial expenditure in excess of the current value of a Full Membership subscription requires approval from at least any two of the following Executive Members – President, Vice President, Secretary, Treasurer. See Authority Levels by-law 30.
- 2.1.4 expenditure greater than TWO times the current value of a Full Membership subscription requires the approval of the full Executive. See Authority Levels section 30.
- 2.1.5 to refer items of unexpected expenditure in excess of the current value of a Full Membership subscription to the Executive Committee for approval. See Authority Levels section 30.

2.2 House & Works

The role of the Works and House Committee is to;

- 2.2.1 The committee shall consist of up to FIVE [5] Members
- 2.2.2 maintain the grounds of the Club, lawns, verges, and gardens in a well-cared for condition.
- 2.2.3 maintain the Greens furniture in a sound and well painted condition and preservation when not in use
- 2.2.4 ensure all Club buildings and property therein, the Greens and ground lights, and any other structures which are the Club's responsibilities as specified in the Council lease are maintained in a good state of repair
- 2.2.5 ensure that at the beginning and end of the Bowling Season that all shades are erected/removed for storage as the weather dictates
- 2.2.6 be available to assist the Greenkeeper in renovation work as required

Specific Duties of the Chairperson will be:

- 2.2.7 liaise with the contract cleaners to ensure all work is carried out as per contract terms.

2.3 Bar

The committee shall consist of up to FIVE [5] Members

The role of the Bar Committee is;

- 2.3.1 to control the bar in accordance with the provisions of the current Liquor Act and direction of the Executive
- 2.3.2 manage the bar so as to maintain service levels and ensure satisfactory financial return from the bar operations
- 2.3.3 to optimise the cost of providing that service
- 2.3.4 at all times justify the use of paid staff

Specific duties of the Chairperson will be to;

- 2.3.5 manage bar staff and be in regular communication with them to ensure their needs are met
- 2.3.6 work in cooperation with the Bar Supervisor while overseeing the operations of the Bar on behalf of the Executive Committee
- 2.3.7 ensure the efficient and economical use of paid Casual Staff including approval of rosters and pay sheets
- 2.3.8 ensure that procedures are maintained to secure cash, stock and Bar premises
- 2.3.9 maintain Executive Policy in Bar pricing procedures and cooperate with the Bar Supervisor in implementing changes
- 2.3.10 monitor orders made by the Bar Supervisor and ensure stock levels are optimised
- 2.3.11 ensure a monthly stocktake of all Bar sales is carried out
- 2.3.12 ensure that proper Council health and cleanliness standards are maintained in the Bar area.
- 2.3.13 ensure that all paid staff adhere to Club Policy on dress standards when working in the Bar
- 2.3.14 ensure Bar Staff do not consume alcoholic beverages behind the Bar

2.4 Greens Liaison

Shall have full control over the greens with the power to close all or any portion at any time, by posting a notice on the appropriate board and or by placing an indicating notice on the green to be closed. The Greens Liaison shall maintain the Club's greens in accordance with the standard which complies with the requirements of Bowls WA for pennant play.

It shall be the duty and responsibility of the Greens Liaison member;

- 2.4.1 Shall ensure surrounds, gardens, and associated areas are kept to a neat clean and tidy standard.
- 2.4.2 to be the Liaison Officer with the Greenkeeper in meeting requirements of the Executive Committee for all Match and practice requirements
- 2.4.3 to liaise with all Selection and Match Committee Chairpersons to determine their greens requirements and keep the Greenkeeper informed to enable allocation of greens
- 2.4.4 to ensure that the Greenkeeper maintains all greens equipment in good order and that he adheres to all safe working practices in the use of machinery, fuels, chemicals and fertilisers and all orders for resources are entered in docket provided
- 2.4.5 in the event of the Club entering into a signed agreement with a Grass Greens Contractor to maintain the greens for a specific term at a nominated contract price, to liaise with the Executive Committee and the Contractor to ensure the terms of the Agreement are fulfilled by both parties.

2.5 Membership

Shall promote and encourage membership of our Club in the wider community and within our own membership.

The committee shall consist of up to FIVE [5] Members

Specific duties of the Committee will be to;

- 2.5.1 develop a membership recruiting plan and implement
- 2.5.2 prepare a budget for the year as per the recruiting plan.
- 2.5.3 set goals and publish membership totals within the Club in liaison with the Club Secretary.
- 2.5.4 put forward to the Executive initiatives which actively will assist in attracting new members and retaining existing members.
- 2.5.5 develop specific marketing material to assist with recruitment in specific areas.
- 2.5.6 meet on a as required basis to best implement the membership recruiting plan.
- 2.5.7 track the numbers of members who leave the Club and try to identify why they are leaving.

Specific duties of the Chairperson will be to;

- 2.5.8 ensure a recruiting plan and associated budgets are developed and implemented.
- 2.5.9 keep the Executive informed of membership recruiting initiatives.
- 2.5.10 actively meeting and engaging with new members.

2.6 Social

The Social Committee shall arrange and carry out the social fixtures and entertainment for the Club.

The committee shall consist of up to FIVE [5] Members

Specific duties of the Chairperson will be to;

- 2.6.1 Program at least 2 months in advance at all times an array of entertainment and functions of a social nature
- 2.6.2 Arrange catering, engage entertainers or any other service permitted under "The Liquor Act"
- 2.6.3 Conduct, arrange or supervise normal fundraising activities such as raffles, quiz nights etc
- 2.6.4 To ensure that all monies received and expended are promptly brought to account on statements as required by the Executive Committee, together with all dockets and receipts
- 2.6.5 Ensure a high standard of cleanliness is maintained in the kitchen and that the kitchen is kept tidy at all times

2.7 Sponsorship

The role of the Sponsorship Committee is to arrange for the sponsorship of all the ladies and men's bowls events and such other Club sponsorship as deemed desirable.

The committee shall consist of up to FIVE [5] Members

Specific duties of the Chairperson will be;

- 2.7.1 to actively identify and pursue potential sponsors to meet the sponsorship budget for the Club for each financial year
- 2.7.2 to maintain good Club relations with each of the sponsors throughout the year
- 2.7.3 to ensure that Club sponsors are promoted at every opportunity throughout the year
- 2.7.4 to review annually the sponsorship package to be offered to potential sponsors and seek approval from the Executive.

2.8 Match

The committee shall consist of up to FIVE [5] Members.

It shall be the duty and the responsibility of the Match Committees;

- 2.8.1 to arrange and take charge of all Club competitions, set Member's handicaps and arrange teams for Social Bowls
- 2.8.2 decide all matters arising in connection with all Club Championships
- 2.8.3 regulate the conduct of Members on or about the Greens for both home and away games. It may refuse any player the use of Greens if not wearing the correct attire
- 2.8.4 liaise with the Greenkeeper on Greens availability for the program and the President of Ladies' or President of Men's Bowls for the running of mixed bowls events
- 2.8.5 on abandoned games adjudicate on prize and fees distribution or return to players
- 2.8.6 have umpires appointed for all Club Championships and open events, and encourage younger bowlers to undertake Umpire Accreditation Courses
- 2.8.7 arrange placement of Mats, Jacks and Umpire's Trolley[s], and the return of same at completion
- 2.8.8 ensure that there is sufficient refrigerated water for players at events
- 2.8.9 raise and lower the Australian and Club Flags, following the correct protocol, and return them to their place of storage
- 2.8.10 collect all Match fees on the day and complete the necessary pay-in slips and hand to the Bar Staff for safekeeping
- 2.8.11 to carry out any other duties that may be required to ensure the efficient conduct of an event

2.9 Selection - Men & Ladies.

The Men's Selection Committee shall consist of up to five (5) Members; and the Ladies' Selection Committee shall consist of up to five [5] Members.

The Men's and Ladies' Selection Committees shall be elected by a secret ballot of eligible Members.

Each Selection Committee shall elect its own Chairperson but in the event that this is not readily achieved, the appropriate Bowls Committee will make the appointment of a Chairperson.

It shall be the duty and the responsibility of the Selection Committees

- 2.9.1 to select teams for the RWABA / WALBA Pennant competitions and for all Association Trophy Events
- 2.9.2 to have Umpires appointed for all Pennant competitions
- 2.9.3 to arrange on Pennant days for the flags and corner flags to be erected, mats and jacks to be set out, scoreboards to be cleaned and adjusted
- 2.9.4 to, at the end of the day ensure that all such equipment is returned to its storage place
- 2.9.5 to liaise with the Greens Liaison member and Greenkeeper as to allocation of sufficient greens for all Pennant or Trophy Events
- 2.9.6 to arrange after play refreshments as required
- 2.9.7 to ensure that in all deliberations the Club's interests be the priority
- 2.9.8 to promote harmony within the Bowling Membership

2.10 President Men's Bowls

The President Men's Bowls shall be responsible for the Administration of Men's Bowls Events within the Club and will maintain close liaison with the President Ladies' Bowls for mixed events, the Greens liaison Officer for greens availability and the Bar and Social Chairpersons for supporting social needs.

Specific Responsibilities shall be to:

- 2.10.1 hold meetings of the Men's Bowls Section of the Club quarterly; as and when the need arises
- 2.10.2 chair all such meetings. In their absence the Vice President shall preside. In the absence of those officers the Men's Bowls Committee shall elect a Chairperson
- 2.10.3 submit the Men's bowls program to the Executive Committee for endorsement
- 2.10.4 oversee the roles of sub committees and conduct in conformity with the general policy and practice of the Club
- 2.10.5 liaise with the Ladies' Bowls President to recommend all game entry fees for ratification by Executive Committee
- 2.10.6 liaise with the Chairpersons Bar and Social on requirements for social needs associated with Matches
- 2.10.7 oversee the collection and dispersion of Match Fees, ensuring that all Monies collected are promptly distributed by way of prizes, expenses or to Club revenues as per required distribution form with necessary documentation
- 2.10.8 have umpires appointed for all Club Championships and open events and encourage younger bowlers to undertake Umpire Association Courses
- 2.10.9 encourage recruiting of new bowling Members and foster their introduction to the club and Competitions
- 2.10.10 receive and deal with complaints from Members relative to bowls and selection disputes. Complaints relating to Misconduct may, if necessary, be lodged with the Executive Committee
- 2.10.11 ensure that the Men's Delegate is instructed to vote in accordance with the wishes and direction of the Executive Committee and the Men's Bowls Committee.

2.11 President Ladies' Bowls

The President Ladies' Bowls shall be responsible for the Administration of Ladies' Bowls Events within the Club and maintain close liaison with the President Men's Bowls for mixed events, the Greens liaison Officer for greens availability and the Bar and Social Chairpersons for supporting social needs.

Specific Responsibilities shall be to:

- 2.11.1 hold meetings of the Ladies' Bowls Section of the Club at least quarterly or as and when the need arises
- 2.11.2 chair all such meetings. In their absence the Vice President shall preside. In the absence of those officers the Ladies' Bowls Committee shall elect a Chairperson
- 2.11.3 submit the Ladies bowls program to the Executive Committee for endorsement
- 2.11.4 oversee the roles of sub committees and conduct in conformity with the general policy and practice of the Club
- 2.11.5 liaise with the Men's Bowls President to recommend all game entry fees for ratification by Executive Committee
- 2.11.6 liaise with the Chairpersons Bar and Social on requirements for social needs associated with Matches
- 2.11.7 oversee the collection and dispersion of Match Fees, ensuring that all Monies collected are promptly distributed by way of prizes, expenses or to Club revenues as per required distribution form with necessary documentation
- 2.11.8 have umpires appointed for all Club Championships and open events and encourage younger bowlers to undertake Umpire Association Courses
- 2.11.9 encourage recruiting of new bowling Members and foster their introduction to the club and Competitions
- 2.11.10 receive and deal with complaints from Members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Executive Committee
- 2.11.11 ensure that the Ladies' Delegate is instructed to vote in accordance with the wishes and direction of the Executive Committee and the Ladies' Bowls Committee

2.12 Delegate

It shall be the duty and the responsibility of the Delegates to attend all Council and Regional Committee meetings of the RWABA and the WALBA and to liaise with the appropriate Bowls Committees on how to vote at such Meeting[s] and report to their Bowls Committee meeting upon relevant business arising at such meetings.

Should a delegate be unable to attend any such meeting he/she should request the appropriate President to arrange a Proxy delegate.

3 RESIGNATION FROM CLUB COMMITTEES

A member who has been duly elected by the members to any Club Committee, including the Executive Committee, and who resigns their position on that Committee must immediately notify the Secretary in writing.

The Executive Committee has the power to appoint a substitute member to that committee.

4 PATRONS

The Executive Committee will recommend names for the position of Patron to the Annual General Meeting of the Club. Members will vote in accordance with Section 19.3 b) (ix) of the Club constitution.

5 PAYMENT OF MATCH FEES

Players in all Club arranged competitions will pay a match fee for each game as determined by the Executive Committee in March each year.

5.1 Pennant Fees

If a Pennant game actually starts, which means a bowl has been played, and for any reason after that, the game is cancelled, then pennant match fees will not be refunded.

If a Pennant game is cancelled before a bowl has been bowled, then match fees will be refunded.

6 ATTIRE

Club members competing in or officiating at Pennant and Club Championship Events must wear the Mt. Pleasant Bowling Club uniform.

The Club uniform is;

- 6.1.1 Club shirt and white pants, shorts, skorts or skirt
- 6.1.2 Hats must display the regulation Bowls Australia logo or the Mt. Pleasant Club hat bands without the Bowls Australia Logo.
- 6.1.3 Only flat soled shoes which comply with Bowls Australia policy for footwear are to be worn on the greens.
- 6.1.4 Members are encouraged to wear Club name badges at all events.

7 DRESS REGULATIONS

Members, Guests and Visitors must always be presentably attired and specifically the following are not permitted.

Any items of clothing with offensive or suggestive print.

Bare feet except if participating in barefoot bowls.

Management reserves the right to refuse entry to any person who in its opinion is not suitably attired.

8 LIMITATION ON NON-MEMBERS

Non-members may attend the Club as a guest of a member on a maximum five (5) occasions (as per the Liquor Act) before being required to apply for membership of the Club in order to attend again.

9 PROTECTION OF GREENS

The greens are available for Full, Veteran, Life, 1st Year Bowler, Junior and Restricted Member use at any time other than when the greens are closed by the Greens Committee or the Executive Committee.

9.1 Greens Closure

Greens are closed on Mondays for watering and maintenance however C green carpet can be used.

Members are to check greens notice boards prior to undertaking any practice sessions and they are to obey green closure signs at all times.

The greens are not to be used by anyone if water is visible anywhere on the green.

Roll ups / practice should be on the rink boundary markers.

9.2 Food & Drink

At no time is it permissible to take drinks or food of any kind whatsoever onto the greens except in the case of a medical emergency.

9.3 Smoking

Smoking of tobacco products (including artificial or e cigarettes) is not permitted on the greens or surrounds. Smoking is only allowed in the Designated Smoking Areas.

9.4 General

Greens being used for pennant competitions, club championships, club events and official practice sessions are not permitted to be used by members for casual use. These competitions will always take precedence over casual use by members however, other greens not being used for these competitions may be available for casual use.

Players and spectators, are not permitted to sit on the banks for safety reasons.

Guests of members who want to use the greens must always be supervised by a Member to prevent damage to the surface.

10 CONDUCT ON GREENS

Every member of the Club, whether playing at home or competing on another club's greens, shall behave in a manner that is not prejudicial to the image or good standing of the Club and in accordance with the Club's Code of Conduct.

10.1 Unsatisfactory Behaviour

To ensure the good conduct of members, the individual members of the Executive or Match Committee have the power to approach a member whose conduct or behaviour is unsatisfactory.

10.1.1 To remind that person of their obligations as a Club member, or

10.1.2 To request that person vacate the greens or premises, or to take whatever action the Committee member may feel is appropriate to the circumstances.

10.1.3 A written report of any incident considered serious should be submitted to the President and /or Secretary within 24 hours of the event where practicable but no later than 48 hours.

10.2 Mobile Phones

Mobile phones must be turned to silent or vibrate whilst on the banks or greens when play is in progress. Permission to use a mobile phone, for expected / important calls must be sought from the Umpire of the Day. Good protocol is to also advise your immediate team members and your immediate opponents, that you may need to receive a call.

11 DUMPING OF BOWLS

Bowls that are delivered from a height that results in “damaging” of the compacted material immediately beneath the green surface is defined as Dumping.

11.1 Preservation of Greens Policy

The Clubs Preservation of Greens Policy will be strictly adhered to.

Copy of Club Preservation of Greens Policy is displayed in the Match Office.

12 COMPETITION RULES

The Bowls Australia. “Laws of the Sport of Bowls” Crystal Mark, 3rd Edition version 3.1 and the “Bowls WA Field of Play Rules”, Bowls WA current year, shall govern all contests of bowls, unless the Match Committee otherwise decides.

13 CLUB CHAMPIONSHIPS

13.1 Championship Events

No member of the Club may play in a Club Championship event unless that person is eligible to play Pennants for the Club and must be financial at the time nominations are accepted. Club members competing shall wear the Club uniform.

- 13.1.1 Competitors may be expected to play up to three (3) matches in an event in a single day.
- 13.1.2 In Singles Competition, a defeated player must, if requested by the Match Committee, mark the following round.
- 13.1.3 Sectional Play or Knockout Play will be at the discretion of the Match Committee.
- 13.1.4 Conditions of Play will be advised on the Nomination Forms for each event.
- 13.1.5 Singles or Teams drawn first are to play alignment rounds, if required.
- 13.1.6 Vacant rinks on greens while being used for Pennant competitions or Club events are not to be used for any other purpose.
- 13.1.7 Members may use vacant greens not being used for these official events for practice, roll-ups or coaching providing they conduct themselves in a quiet orderly manner.

13.2 Plate

A Plate Competition may be held at the discretion of the Match Committee for players who are defeated in the first round of a knockout competition.

13.3 Entry Fees

Entry fees as determined by the Match Committee in conjunction with the Executive Committee must be paid prior to competing.

13.4 Notices

Notices inviting entries for championships shall be posted on the Club notice board at least fourteen (14) days prior to the date the competition is scheduled to be played and shall specify the starting times and date or dates of play. These times and dates must be adhered to and shall not be altered except for reasons beyond the control of the Match Committee.

13.5 Draw

The draw for Club competitions is to be carried out by the Match Committee at least two (2) days prior to the commencement of the event in the presence of at least two (2) Match Committee members. Members of the Executive may substitute for members of the match committee if required.

After the draw has been made, any competitor failing to play at the appointed time shall forfeit that match to the opponent.

13.6 Change of Dates

Club fixtures may be altered in extreme circumstances, that is heat or other adverse weather conditions, and will be at the discretion of the relevant Men's and or Ladies Match Committees.

Should the dates clash with a State Event, the dates will be changed by the Match Committee

13.7 Bowler of the Year

Points to determine the Men's and Ladies' Bowlers of the Year will be allocated to players as follows:

Pennant Game Played	1 point
Pennant Game Won	1 point
Pennant Game Drawn	1/2 point
Championship – Enter Event	1 point
Championship Plate – Runner up Final	3 points
Championship Plate – Winner Final	5 points
Championship – Runner up Final	10 points
Championship – Winner Final	15 points

A substitute will not be eligible for "Bowler of the Year Points", Club trophies or their name on the Honour Board.

14 PRIZES AND TROPHIES

The Men's and Ladies' Bowls Presidents in conjunction with their Match Committees, will use their discretion with respect to awarding Trophies or Prize Money.

15 LOCKERS

Club lockers can be hired by financial members for an annual fee set by the Executive Committee. The locker key must be returned once a member leaves the Club or is no longer a financial member.

Those members who have prepaid for a Life Locker Fee will be exempt from any further payments. This option is no longer available.

16 PRIVATE FUNCTIONS AND CLUB PROPERTY

Members with the approval of the Functions Co-Ordinator and on payment of any hiring fee set by the Executive Committee from time to time may hold functions, with no limitations as to the number of guests, provided such number shall not exceed the combined total of members and guests (300) as stipulated under the Health Regulations 1992 or Liquor Act.

16.1 Outside Functions

The hirer must abide by any conditions set out by the Executive Committee including security provisions and shall be responsible for the conduct of their guests whilst on the Club premises and clean up after the event.

16.2 Sunday Surcharge

Where the function is held on a Sunday and bar facilities are required, there will be a surcharge to cover the additional cost of bar staff.

16.3 Members Responsibility

To use the bar facilities, a Member must always be present at the function and will be responsible for payment of the bar tab.

The Liquor Act prohibits bringing any beverages for storage or consumption onto the licenced premises. All drinks must be purchased from the Club's bar.

16.4 Bookings

All bookings for the Club facilities will be made to the Functions Co-ordinator who will co-ordinate the use of the facilities for Club events, Club social events and hire events.

Members obtaining the use of the Club premises shall be responsible for their guests as provided for in these rules.

17 Kitchen

Members using the kitchen facilities must clean all utensils, replace all items used and leave the area in a clean & tidy state.

18 SALE OF LIQUOR

Bar Trading Hours will be determined by the Executive Committee within the provisions of the Liquor Act and will be displayed on the doors of the Club premises.

Any member, visitor or guest who is visibly affected by the consumption of alcohol may be refused service and may be asked to leave the premises.

The Liquor Act prohibits bringing any beverages for storage or consumption onto the licenced premises. All drinks must be purchased from the Club's bar.

18.1 Responsible Service of Alcohol

18.1.1 We do not sell or supply alcohol to persons under the age of 18 years.

18.1.2 We do not allow excessive drinking or intoxication.

18.1.3 We do not allow intoxicated persons into the premises.

18.1.4 We refuse service to intoxicated persons.

18.1.5 We ensure unacceptable behaviour does not affect others.

19 COMMUNICATIONS

Communication with members is a critical aspect of a smooth functioning Club.

To achieve optimum levels of communications with Club members, the Club will use as many platforms of communication as possible. These may include the Club website, emails, social platforms, Australia Post and Club Notice Boards.

Members are encouraged to provide the Secretary with their email address.

Communications must be timely, appropriate and related to Club business.

All Club communications must be approved by the Executive Committee or by Standing Committee Chairpersons prior to sending.

Minutes of Executive meetings are to be distributed to all Executive members and a copy placed on the Administrative Notice Board for members to read. A copy of the Minutes is supplied to any member who requests same.

All Club correspondence must be copied to the Secretary.

20 CODE OF CONDUCT

The Clubs Code of Conduct shall be displayed throughout the Club and shall be reviewed by the Executive Committee at least every two 2 years.

Members must at all times conduct themselves in an acceptable manner in accordance with the Clubs Code of Conduct and are responsible for ensuring their guests conduct themselves likewise accordingly.

Management reserves the right to refuse entry to any person who in its opinion is not behaving in an appropriate manner.

21 OCCUPATIONAL HEALTH AND SAFETY

The Club and its members must always do everything possible to ensure the safety of all member, guests, and staff and to comply with occupational health and safety regulations.

21.1 First Aid

The House Committee will maintain a First Aid box and the Defibulator in the Club with appropriate signage to ensure in the case of an emergency members can quickly gain access to it.

The Committee will identify first aid members within the Club and with their permission list their names near the 1st Aid Box.

The Defibrillator is located by the entrance to the kitchen.

22 CLUB OPENING HOURS

Access to the Club greens is available to members to practice every day except Sundays.

Bar Trading Hours will be determined by the Executive Committee within the provisions of the Liquor Act and will be displayed on the doors of the Club premises and may vary from summer to winter.

23 PARKING

The Executive Committee may allocate RESERVED PARKING bays to certain Office Bearers or Workers at their discretion, and to visiting dignitaries and Sponsors.

Any Member who parks within the Club Grounds in contravention to this BY-LAW shall be liable to pay a fine of Fifty Dollars [\$50.00]

24 CLUB NOTICE BOARDS

24.1 Communication to Members.

24.1.1 Club notice boards may only be used for display of Club notices and bowls related information.

24.1.2 The Notice Boards may not be used for business advertising, personal services, or commercial notices.

24.1.3 Notices may only be posted on Club Notice Boards with approval of authorised Club personnel as Executive Committee or Standing Committee Chairpersons.

24.1.4 Approval for posting of information rests with the above mentioned personnel who shall, in their judgement and discretion determine which notices may be posted on Club Notice Boards.

24.1.5 Information displayed on the Club Notice Boards without authorisation will be removed and discarded.

24.1.6 Members who continually post unauthorised information on the Club Notice Board may face disciplinary action as outlined in Section 21 of the Club constitution.

25 PLAYER PAYMENTS

No player will be paid by the Mt. Pleasant Bowling Club Inc to play bowls for the Club or receive any reduced annual membership fees to entice them to join the Club.

26 SMOKING AND DRUG USE

26.1 Smoking

The Club has clearly designated smoking areas where smoking may take place. No member, visitor or guest may smoke products (including artificial or e cigarettes) within the confines of the Club, other than in Designated Smoking Areas.

26.1.1 Smoking or carrying cigarettes, electronic smoking devices, or any other smoking product is prohibited on the Club greens at any time.

26.2 Drug Use

Illicit or recreational drugs, or any person under the influence of such drugs, are prohibited anywhere in the Club or on the bowling greens and surrounds of the Club at any time.

27 BREACH OF BYLAWS

The Executive may use its power under the Clubs constitution to discipline and take action against any members who breach the Clubs By-laws.

28 TENDER PROCESS

When an amount of \$2,500 or greater is to be spent on capital equipment or maintenance, 3 quotes must be obtained prior to Executive's approval to proceed with the expenditure. In cases where such specialist expertise is needed and there are limited suppliers, the Executive may deem it appropriate to select a supplier on the basis of the supplier's expertise.

29 AUTHORITY LEVELS

The following authority levels will apply for financial expenditure by Club officers on Club business.

Bar Chairperson	\$500
House & Works Chairperson	\$500
Social Chairperson	\$500
Greens Chairperson	\$1,000
President	\$2,000
President, Vice President & Treasurer together	\$3,000
Executive Committee Over \$3,000 and under	\$15,000
Special Meeting or AGM	Over \$15,000

Match, Membership, Sponsorship and Finance committees may spend up to \$100 and should seek approval from the President or Vice President for any expenditure above \$100, prior to purchase.

30 STANDING ORDERS

At all Club General Meetings:

30.1 Meeting Opened

The Chairperson on taking the Chair shall declare the Meeting open for the transaction of business and cause the notice calling the meeting to be read.

30.2 Previous Meeting Minutes

The Minutes of previous Meetings, not submitted to a previous Meeting for confirmation, shall be submitted for confirmation but no discussion shall be allowed thereof otherwise than as to correctness.

30.3 Specified Business

Business specified in the Notice calling the Meeting shall be dealt with in the order in which it appears in such Notice unless the Meeting otherwise determines.

30.4 Motions

Neither Motion nor any amendment to a motion shall be considered or debated at any Meeting unless it has been proposed and seconded by Members present.

As soon as the Debate on any Motion has been completed, the Chairperson shall put the question to the Meeting in distinct and audible voice asking those in favour of the Motion to vote first and afterwards those against and he/she shall state his /her opinion as to which has the majority, but [1] one Member then rising may demand a show of hands or division which the Chairperson shall thereupon take by asking those in favour of the Motion to go to the right and those against to the left, whereupon the Chairperson shall count or cause to be counted the votes cast in the division and declare which has the majority.

30.5 Extension of Time

Movers of Motions shall be limited to [10] ten minutes and all other speakers to the Motion [including the Right to Reply] to five (5) minutes; provided that such time limits may be extended by the Chairperson with the consent of the Meeting.

30.6 Discussion of Motion

When a Motion or Amendment has been moved and seconded, the next speaker should be in opposition to the Motion and the debate continued with speakers for and against in that order in continuity until all points of the motion have been discussed, but the Chairperson may vary this procedure.

30.7 Right of Reply

A Member shall be entitled to speak only once to each motion or amendment to a motion, but with the permission of the Chairperson, may correct a mis-statement or make an explanation. Only the Mover of the Motion or an amendment moved shall have the right of reply to the Motion or an amendment.

30.8 No Further Debate

No Motion to dissent from the Chairperson's ruling or decision shall be permitted unless made before any other business or Speech has intervened, and no debate shall be allowed except by the Mover and the Chairperson, each of whom shall be limited to five (5) minutes.

30.9 Withdraw motion

It shall be permissible to withdraw any Motion that has been put from the Chair, with the consent of the Meeting, one[1] dissenting voice being sufficient objection.

30.10 Interruption

A Speaker shall not be interrupted except on a point of order.

30.11 Final Reply by Mover

A Chairperson may discuss a Motion or an amendment at his/her discretion provided that it is before the final reply by the mover

30.12 Resubmitting a Negatived Motion

Where a Motion has been negatived or a Motion to alter or rescind a Motion has been negatived, no similar Motion shall be brought forward within [3] three months thereafter, unless 75% of members present agree to consider it again and the effect of the provision shall not be evaded by substituting any Motion differently worded, but in principle the same.

Discussion shall not be permitted upon any Motion for an adjournment of the Meeting. If upon the question being put and negatived, the subject then under consideration or next on the business paper shall be discussed and it shall not be competent for any Member to again move for an adjournment of the Meeting until half an hour has elapsed from the time of moving the one that has been negatived.

30.13 Correspondence Received

All correspondence and reports shall be taken as received immediately upon being read, unless a Motion to the contrary has been tabled.

30.14 Casting vote

The Chairperson shall have a casting vote in addition to his/her deliberative vote, should the voting on any question be equal.

30.15 Resolution Without Debate

Any discussion may be closed by resolution that "the question be now put", be it moved, seconded and carried by a simple majority. Such resolution shall be put to the vote without debate. No speaker shall be interrupted for the purpose of Moving the Closure.

30.16 Discussion Terminated

When a Motion is moved, seconded and carried by simple majority that "the Meeting proceed to the next business", the question under discussion shall be considered terminated.

30.17 Amendment to Motions

When an amendment is made upon any Motion, no second amendment shall be accepted until the first amendment has been disposed of but Notice of a further amendment may be given. If an amendment is carried it shall be put as a substantive Motion, upon which a further Motion may be moved. If an amendment is negative a further amendment may be moved upon the original question, but only one amendment shall be submitted at a time.

30.18 Points of Order

The Chairperson shall decide all points of order, but his/her decision may be reversed by a majority vote of the Meeting.

30.19 Chairperson has the Right of Speech

When a Chairperson rises during a debate any person then speaking, or offering to speak, shall sit down and the Chairperson shall be heard without interruption.

30.20 Suspend Orders

A simple majority of the Members present and voting at any Meeting may suspend orders provided the object of such suspension shall not be to rescind any resolution carried at this or a previous Meeting.

30.21 Demand a Ballot

At any general meeting, [6] six Members may demand a ballot on any question.

30.22 Doubt on Proper Procedure

In all cases not herein provided for or of doubt as to the proper procedure to be adopted at any Meeting, the Ruling of the Chairperson shall prevail, but the chairperson shall be guided as far as possible by the practice and procedure of the Legislative Assembly of the State of Western Australia.

These standing Orders shall as far as practicable apply to and regulate the proceedings of Meetings of the Executive Committee but subject thereto the Executive Committee may at its discretion conduct its business in such order and in accordance with such procedure as it shall from time to time determine.

The foregoing by-laws were adopted at an Executive Meeting of the Members of the Mt. Pleasant Bowling Club on the 25th December 2020.

Club President: _____ John O'Brien.

Club Secretary: _____ Susan Allen.