

DOUBLEVIEW BOWLING & RECREATION CLUB (INCORPORATED)

BY – LAWS

1 DISPUTES & OFFENCES

Disputes between members that cannot be amicably resolved or an allegation against a member of behaviour which brings the club or sport into disrepute shall be lodged in writing to the Management Committee under rule 23. Any allegation deemed to be vexatious, trifling or frivolous shall not be acted upon.

Disputes by members involving Sub-Committee decisions should first be attempted to be resolved via that committee. A member who is still unsatisfied may appeal to the Management Committee under rule 23.

The following matters are deemed to be offences against the good order and harmony of the Club. Any member, employee or guest who commits any of the said offences will be liable to be charged by the Management Committee, and if found to be at fault may be warned, fined, suspended or expelled pursuant to rule 23.

- (a) Abusive, offensive or disorderly behaviour towards other members, their guests or Club staff.
- (b) Engaging in disruptive behaviour with members, employees or guests in regards to disputes or allegations between other members, committee decisions, resigned members and/or members of other clubs.
- (c) Damaging, stealing or defacing Club property or that of any other member.
- (d) Consuming liquor on the Club premises at other than approved times or outside the licensed area as defined on the registered club plan.
- (e) Entering or remaining on the club premises when obviously under the influence of liquor.
- (f) Refusing to leave the bar or Club premises when requested to do so by a responsible official of the club.
- (g) Knowingly introducing temporary members or guests contrary to the rules of the Club.
- (h) Using Club property or that of another member without permission.
- (i) Using obscene or offensive language.
- (j) Refusing to observe instructions issued by responsible committees.
- (k) Depositing litter in or on the Club premises, lawns, greens or pathways.
- (l) Attending the Club without being suitably dressed in accordance with the dress regulations.

2 DISCIPLINARY PANEL

The Management Committee has the power to refer any dispute or allegation to an appointed Club Disciplinary Panel. The procedures of the Disciplinary Panel are as follows:

- a) The Panel shall consist of a minimum of three members considered independent but must include at least one member of the Management Committee who will act as Chair.
- b) The panel shall conduct a hearing within 28 days of receipt of the written allegation.
- c) The Disciplinary Panel shall be responsible for conducting the hearing and shall notify the complainant and alleged offender of the time, date and place of the hearing.
- d) If the alleged offender pleads guilty no further investigation is required and the Disciplinary Panel will recommend a penalty to the Management Committee.
- e) If the alleged offender chooses to defend the allegation, the Disciplinary Panel shall proceed with the hearing and the alleged offender may be represented by a member who is not legally qualified.
- f) Shall the defendant or representative fail to appear at the hearing the allegation shall proceed in their absence and any penalty imposed be equally binding as if the member had been present.
- g) Both parties are entitled to have present and be heard witnesses for their case, written witness statements are also acceptable. Witnesses shall be subject to examination by the Disciplinary Panel.
- h) The Disciplinary Panel will present their findings and recommendations to the Management Committee for approval
- i) The Club President or Manager shall notify both parties of the outcome.

3 DRESS REQUIREMENTS

3.1 Dress on Premises

Clean casual clothes including footwear may be worn at any time. Singlets or obviously soiled working clothes must not be worn at any time.

2.2 Dress on Greens

- (a) The official playing colours of the Club shall be blue and gold/yellow.
- (b) Official R.W.A.B.A. approved bowling attire must be worn in all Association events, Club championships and Club trophy events and on such other occasions that the Management Committee may decree.
- (c) Players rolling up on greens at any other permitted times must be neatly attired and wear bowling shoes.

2.3 Special Circumstances

The Management Committee may from time to time relax or vary the above dress on greens regulations.

3 STANDING ORDERS FOR CONDUCTING MEETINGS

- (a) Movers of motions shall be limited to ten (10) minutes and all other speakers to the motion (including the right of reply) to five (5) minutes; provided that such time limit may be extended by the Chairperson with the consent of the meeting.
- (b) When a motion or amendment has been moved and seconded the next speakers should be in opposition to the motion and the debate continued with speakers for and against in that order in continuity until all the points of the motion have been discussed but the Chairperson may vary this procedure.
- (c) A member shall be entitled to speak only once to each question but with the permission of the Chairperson may correct a miss-statement. Every amendment moved shall be treated as a new question. The mover only of an original motion shall have the right of reply.
- (d) The Chairperson shall decide all points of order, but his/her decision may be reversed by a majority vote of the meeting.
- (e) 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 Chairperson and by the mover who shall be limited to five (5) minutes.
- (f) When the Chairperson rises during a debate any member then speaking or offering to speak shall sit down, and the Chairperson shall be heard without interruption.
- (g) It shall not be permissible to withdraw any motion that has been put except with the consent of the meeting, one dissenting voice being sufficient objection.
- (h) A speaker shall not be interrupted except on a point of order.
- (i) The Chairperson may discuss a motion or an amendment at his/her discretion provided that it is before the final reply by the mover.
- (j) Where a previously negated motion or a motion to alter or rescind a motion has been negated, no similar motion shall be brought forward within three (3) months thereafter, and the effect of this provision shall not be evaded by substituting any motion differently worded, but in principle the same.
- (k) Discussion shall not be permitted upon any motion for an adjournment of the meeting. If upon the question being put and negated, 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 negated.
- (l) All correspondence and reports shall be taken as received immediately upon read, unless a motion to the contrary is tabled.
- (m) At all General Meetings and Executive Committee Meetings the President or Chairperson shall have a casting vote only which shall be used to maintain the status quo.
- (n) Any discussion may be closed by a resolution that "the question be now put", be it moved, seconded and carried by a two-thirds majority. Such resolution shall be put to the vote without debate. No speaker shall be interrupted for the purpose of moving the closure.
- (o) When a motion is moved, seconded and carried that "the meeting proceed to the next business", the question under discussion shall be considered as dropped.

- (p) 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 amendment may be moved. If an amendment is negated, a further amendment may be moved upon the original question, but only one amendment shall be submitted at a time.
- (q) If a member gives notice of motion and is unable to attend the meeting at which the motion is to be discussed, he or she shall inform the Secretary of the name of an eligible member who has agreed to act in the matter, otherwise the motion shall lapse.

4 DUTIES AND RESPONSIBILITIES OF SUB-COMMITTEES.

The Management Committee shall have the power to create sub-committees for the operational and bowling purposes of the club.

The structure, appointment or election shall be vested in the Management Committee.

The Management Committee shall provide Charters or Policy and Guidelines for the Sub-Committee's.

Committee Chairs and Members should be aware of their roles and responsibilities.

4.1 Operational Sub-Committees

Management Directors or the Club President or Vice President shall chair the Operational Sub-Committees.

Operational Sub-Committee's shall operate as follows:

- (a) By performing to a Committee charter (attached as Appendix to By-Laws) which outlines Structure, Purpose, Objectives and Roles and Responsibilities.
- (b) Meet monthly immediately prior to the Management Committee Meetings and at other times as necessary.
- (c) Reports to Management Committee via the Chair.
- (d) Review the Committee Charter on an annual basis for changes or improvements.

4.2 Bowling Committees

The Club shall operate the following Committee's with the express purpose of conducting bowling activities at the club.

4.2.1 Match Committee (Men's and Women's)

4.2.2 Selection Committee (Men's and Women's)

4.2.3 Umpires

4.2.4 Coaching

These bowling Committee's shall operate as follows:

- (a) By performing to Committee Policy and Guidelines (attached as Appendix to By-Laws) which outlines Structure, Purpose, Objectives and Roles and Responsibilities.
- (b) Meet as required to uphold the Committee Policy and Guidelines.
- (c) Report to the Bowls Director and/or Club Captain.
- (d) Review the Committee Policy and Guidelines on an annual basis for changes or improvements.

Doubleview Bowling and Recreation Club (Inc) By-Laws

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