


12 July 2024

## TEWANTIN NOOSA BOWLS CLUB INC

### BY-LAWS

Approved on 26/7/24 

Amendments

12 July 2024

# **TEWANTIN NOOSA BOWLS CLUB INC.**

## **BY-LAWS**

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## **TEWANTIN NOOSA BOWLS CLUB INC**

### **BY-LAWS**

#### **Introduction**

- 1 [a] These By-Laws are to be read in conjunction with the Club's Constitution
- [b] All definitions and interpretations contained in the Constitution apply to these By-Laws
- [c] The Committee has the power to interpret these By-Laws in a way which may be deemed fair and reasonable

#### **[2] Returning Officer**

A Returning Officer appointed - Law 2.1 shall

- [a] Liaise with the Secretary regarding preparation of ballot papers
- [b] Enlist the assistance of scrutineers as required to conduct the ballot
- [c] Advise the Chairman of the result for announcement to the meeting

#### **[3] Duties of Management Committee Members**

The Committee members shall ensure the confidentiality of Board decisions and recognise that this is imperative to the integrity of decision making and the cohesiveness of the Board. Committee members shall avoid actively promoting any matter which is contrary to the collective decision, and also matters which may be interpreted as personal crusades.

##### **[a] President**

The President of the Management Committee shall be responsible subject to the directions of the Management Committee and General Meetings of members for the overall administration of the Club. The President shall preside at all meetings and functions of the Club

##### **[b] Deputy President**

The Deputy President shall assist the President to ensure that all duties allocated by the Management Committee are properly carried out. In the absence of the President, the Deputy President will carry out duties normally performed by the President

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**[c] Treasurer**

The Treasurer shall: -

- [i] Ensure the Club keep a record of the receipts and expenditure and keep correct accounts and books showing the financial affairs of the Club
- [ii] Prepare a written report of the financial position of the Club, at each monthly meeting of the Management Committee including details on all bank accounts
- [iii] Prepare, or arrange preparation, of a detailed budget for the ensuing financial year, and after review with the Club Manager present the budget to the Management Committee
- [iv] Ensure Annual Accounts are completed, audited by Club Auditors, and be available for Inclusion in the Annual Report of the Club

**[d] Bowls Director**

Apart from any other responsibilities which may be allocated by the President, the Bowls Director shall: -

- [i] Be responsible for liaison between the Bowls Section and the Management Committee
- [ii] Ensure that all arrangements including budgets and catering for bowls carnivals run by the Bowls Section meet the requirements of the Management Committee and that a report of these activities is tabled at the next Management Committee meeting

**[e] Club Secretary**

Apart from any other related duties as requested by the Management Committee, the Club Secretary shall: -

- [i] Keep a faithful record of the business transacted at all meetings of the Management Committee, and all General Meetings of the Club
- [ii] Keep a list of members and their relevant details and be responsible for notices of all General Meetings called in terms of the Constitution.
- [iii] Keep all such books and records as may from time-to- time be lawfully required by any Statutory authority

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[iv] Receive all correspondence with the Club and reply as the Management Committee may require

[v] Prepare all ballot papers as may be required at any General Meetings of the Club

#### **[f] Other Directors**

Duties as directed by the Management Committee, including assisting or representing Executive members when authorised to do so, and to gain knowledge and experience of these functions

#### **[4] Executive Committee**

Members of the Executive Committee shall be the President, the Vice-President and the Treasurer Any two (2) members thereof constituting a quorum.

The Executive Committee will transact any urgent business of the Club that may arise between Management Committee meetings when it is impractical to call a Special Meeting of the Management Committee under Rule 9.1 [c].

The Executive Committee dealing with urgent business shall submit a report to the next meeting of the Management Committee for ratification and approval.

#### **[5] General Manager**

Apart from duties as directed by the Management Committee the General Manager shall: -

- [a] Be responsible for the day-to-day management of the Clubhouse operations [gaming, Bar, restaurant] including all staff appointments and related duties [except where a conflict of interest exists either directly or with members of the Management Committee]
- [b] Be responsible for management of the maintenance of Club facilities
- [c] Be responsible for ensuring that the Club maintains proper procedures for control of Club access by employees and members, control of cash [dual custody where appropriate] and other matters of security
- [d] Be responsible for all records and requirements relating to Liquor Licencing, Gaming, Work Place Health and Safety, Financial and Audit matters as may be required from time-to-time

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be lawfully required by the statutory authorities

[e] Assist Executive members of the Management Committee on request or as appropriate to effectively carry out their responsibilities.

[f] Make appropriate recommendations to the Management Committee on any related or unrelated matter involving the Club operations or management.

[g] Assist the Club Secretary generally and specifically as necessary to ensure statutory requirements are observed

## **[6] Partnerships**

Partnerships [sponsorships] with other entities to fund activities of the Club shall be encouraged.

The Management Committee shall allocate this responsibility, at its discretion, to any suitable Director[s] or other member of the Club, who shall maintain a close relationship with partnership principals.

Honorary memberships to principals should be considered as part of any arrangement

The Bowls Section should be directed to recognise partnerships in all presentations where the sponsor has contributed. Further the partnership should be acknowledged regularly in communications with members.

## **[7] Property**

The Management Committee shall have discretion to allocate responsibilities for property matters.

## **[8] Communications/Media**

The President, the Bowls Director for bowls matters, and any employee or member authorised by these persons, have the authority to make statements and to represent the Club.

## **[9] 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 premises

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### **[10] Club Colours**

The Club colours shall be as the Management Committee determines

### **[11] The Club Logo**

The Club logo approved in 1994 [Pelican and fish] shall form the Club Badge and may be used on such documents as the Management Committee may determine from time-to-time.

For Bowls related matters and for the Club Flag the stingray motif may also be used.

### **[12] Notice Boards**

All Notice Boards are under control of the Management Committee, the Bowls Section or the General Manager and material shall not be placed thereon without approval.

### **[13] Notices of Motion**

#### [i] Procedure

Notices of Motion must be signed by both mover and seconder. Should either mover or seconder be absent from the meeting at which the motion is to be considered, the motion shall be deemed to have lapsed

#### [ii] Amendments to a Motion

All amendments must be handed to the President or the Chairman in writing prior to the mover speaking thereon

#### [iii] Order of Speakers

After a Motion has been duly moved and seconded and the mover and seconder have been heard, speakers shall only be heard alternately against and for the motion. Failing any person rising for the other side, and then following the right of reply, the motion shall be put

#### [iv] Negative Amendments

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No amendment shall be received which is a direct negative of the motion, or which does not preserve the substance of such motion

[v] Speakers may speak once

No person shall speak more than once during debate on a motion unless given leave to correct any misunderstanding in his speech

[vi] Right of Reply

The mover of the original motion shall have the right of reply

#### **[14] Management Committee Expenditure Schedule**

The Management Committee, may at its discretion, delegate an expenditure schedule for members of the Management Committee, The Executive and for the General Manager subject to periodic review.

#### **[15] Alterations to By-Laws**

Adoption of, alterations and/or additions to these By-Laws shall be made only by resolution of the Management Committee after written notice of the motion for resolution has been given to the Management Committee not less than one [1] month prior to the meeting at which the motion shall be submitted. Such Notice of Motion shall be displayed on the Club's Notice Board not less than 14 days prior to the Management Committee meeting. The meeting may amend such motion and pass it in its amended form, it shall be effective forthwith.