



BY-LAWS
of
SOUTH TOOWOOMBA BOWLS CLUB INC.

INCORPORATION NO: IA04045
Effective from 28 October 2021

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INTERPRETATION AND DEFINITIONS

By-Laws means the by-laws of the Club in force at any one time having been approved by special resolution passed by secret ballot by 75% of the voting members of the Club present at the meeting.

Club means the South Toowoomba Bowls Club Incorporated.

Constitution means the constitution of the Club in force at any one time having been approved by special resolution passed by secret ballot by 75% of the voting members of the Club present at the meeting.

Controlling Body means the Management Committee and/or delegates.

Laws of the game means laws for the game of bowls as set by World Bowls and adopted by The National Body.

Management Committee means the committee appointed at a general meeting by the Club's voting members present at the meeting to manage the affairs of the Club as set out in the Constitution.

National Body means Bowls Australia.

Special Resolution means a resolution passed by 75% of the voting members of the Club present at the meeting by secret ballot at a general meeting or a special general meeting called to consider the resolution.

State Body means Bowls Queensland.

1.0 THE CLUB AND ITS MEMBERS

1.1 Objects and Powers

The objects and powers of the Club are set out in the Constitution.

1.2 Membership

Membership categories for the Club together with rules for admission, resignation and removal of members are set out in the Constitution.

1.3 Club Colours

The Club uniform is:-

The playing shirt complying with the registered designs [including the Bowls Australia logo] determined, from time to time, to be the Club uniform as shown below. **No** other shirt may be worn for bowls competition or when representing the Club. Long sleeved versions of the shirts shown below are acceptable.



1. Lower body attire: the authorised colours of the Club are Maroon, Black, or White.
2. Head attire: as per Bowls Australia logo policy.
3. Footwear shall be flat soled footwear approved by Bowls Australia i.e., bowls shoes only – no sandals, sketches etc.
4. Bowls Queensland shall determine the dress code to be adopted by individuals and team/sides playing State events run under its control and all Representative Sides i.e., State, District or Club Uniform as determined.

The Management Committee shall determine the Club uniform for side events [pennant and above] which will be approved by the District Association and registered with Bowls Queensland.

For clarity "pennant is any form of structured competition between Clubs that are affiliated with Bowls Queensland where the competition uses the Laws of the Sport of Bowls and requires an umpire to adjudicate. Above pennant are all events organised by Bowls Australia, Bowls Queensland, or Bowls Queensland affiliated districts.

1.4 Dress Standards

Each authorised level of the sport in Queensland is responsible for implementing dress standards for events under its control. These standards must be based on and must not conflict with the National/State body and Domestic Regulation 5 of The Laws of the Sport of Bowls (BQ By-Law Attire 14.2)

1. When playing as a nominated player in any Club selected or Championship event Club uniform is mandatory i.e. (Club shirt and designated lower body attire)
2. When the Club uniform is not required the Controlling Body shall be responsible to ensure that mufti dress standards shall be neat and tidy and comply with licensing requirements (Club Toowoomba).
3. Bowls Australia approved footwear is mandatory, except for barefoot social events.

1.5 Code of Conduct for Members

The Code of Conduct for all members will be available on the South Toowoomba Bowls Club website. It is the responsibility of each member to be aware of their requirements under the Code of Conduct.

Any member of the Club who:

1. Fails to observe any of the rules of the Constitution or By-Laws of the Club.
2. Or is guilty of an act, practice or conduct calculated to bring discredit to the game of bowls or the Club or its members.
3. Or engages in illegal gambling, or betting or uses obscene or abusive language in the Club's controlled bowls areas or the Club Toowoomba premises will render the member liable for a reprimand, expulsion, or suspension and/or other action allowed under the Constitution Complaints Process.

The Controlling Body or members of the Management Committee shall have the power to deal with any breach of discipline or decorum that occurs immediately before, during, or immediately after play at the Club as promptly, efficiently, and effectively as possible to suit each situation. Any other disciplinary issues are to be dealt with by the Management Committee in accordance with the Constitution Complaint Process.

The Management Committee of the Club shall handle any verbal or written report of any such breach or misconduct as set out in the Constitution.

Any member who has concerns with Club Toowoomba are to address their concerns through the Management Committee or alternatively to the Manager, Club Toowoomba.

1.6 Conduct and Control of Minors

Any Club members involved in training, coaching, or supervising of minors must be licensed by and act in accordance with State Government legislation i.e., hold a blue card.

2.0 GOVERNANCE OF THE CLUB

2.1 Management Committee

The Club is operated and run by the Management Committee. Members of the Management Committee are assisted in their tasks by other members of the Club acting in an individual capacity at the request of the Management Committee.

2.2 Election of the Management Committee

The election of the Management Committee shall be conducted as prescribed in the Constitution. Members may nominate for several positions however a member may only hold one position on the Management Committee.

3.0 ADMINISTRATION OF THE CLUB

3.1 By-Laws

By-Laws shall be made, amended, or repealed as provided in the Constitution.

The By-Laws set and control:

- the proper and diligent business and administration of the Club.
- the clarification of procedures for the Management Committee and administrative arrangements required for the Club about which the Constitution may be silent.
- the limits of authority for members of the Management Committee and members of the Club
- the financial systems, controls, and procedures for the Club.

3.2 Duties

The officers of the Management Committee shall provide high levels of professional services, skill set, and expertise for the benefit of the Club as a whole, and its members.

3.3 Duties of Members of the Management Committee

The Management Committee members will decide which member/members will be allocated the individual tasks and responsibilities required to be performed from time to time by the Management Committee in accordance with the rules of the Constitution and By-Laws, except for the following specific tasks:

Chairperson

The role of the Chairperson is to provide the principal leadership and responsibility for STBC and the Management Committee.

Specific duties include but are not limited to:

- Preside at all meetings of the Club and the Management Committee.
- Attend meetings of committees as often as possible.
- Oversee the initiation and development of new and innovative programmes to provide for the enhancement of the Club's operations for the benefit of all members.
- Encourage community involvement in the Club's activities.
- Ensure that the constitution, By-Laws, standing orders and other rules of the Club are properly and fairly enforced.
- Unless otherwise provided for in the Constitution, diligently represent the Club on all occasions requiring official representation and be the Club's spokesman for all matters associated with the media.
- Be the liaison between the Club and Club Toowoomba and attend meetings with Club Toowoomba as required.
- Present to members at the annual general meeting of the Club a report which fairly and comprehensively describes and identifies the state of the Club's business, social and financial reports, and records its events and achievements.
- Ensure procedures are in place to maximise income for the Club from bowls, raffles, sponsorship, and donations; and
- Perform all other activities, which, from time to time, are proper and reasonable to undertake for and on behalf of the Club.
- Train, mentor and support the incoming Chairperson.

Vice Chairperson

The role of the Vice Chairperson is to support the Chairperson in providing leadership and responsibility for the Club and the Management Committee.

Specific duties are but are not limited to:

- In the event of the Chairperson being unable to fulfill his/her duties to step into that role.
- In the absence of the Chairperson, chair Management Committee meetings ensuring that they are run efficiently and effectively.
- Be an alternate signatory for the Club for legal purposes and financial purposes.
- Represent the Club at meetings and forums as agreed with by the Chairperson.
- Other duties as nominated by the Chairperson and/or Management Committee.
- Train, mentor and support the incoming Vice Chairperson.

Secretary

- To lodge on behalf of the Club, all reports and notices as required by the relevant Incorporated Associations Act.
- To maintain the Club's Membership database in collaboration with Club Toowoomba.
- In conjunction with the Chairperson, schedule all Management Team Meetings, General Meetings and Annual General Meetings.
- To prepare and circulate notices and information as required.
- To take the Minutes of each Management Committee Meeting, General Meeting and Annual General Meeting and circulate them within the time limits in the Constitution.
- To maintain the Minute Book (electronically or in hard copy), ensuring that the Minutes of each and all meetings are signed by the Chairperson of that meeting.
- To oversee and control the tidiness, formality, and content of Club Notice Managements.
- To ensure all players are registered, financial and cleared to play in their nominated teams.
- To handle all Club correspondence and keep communications open between all Management Members and the members of the Club.

- Train, mentor and support the incoming Secretary.

Treasurer

- Managing the cash position of the Club .
- Posting and maintaining a full set of books of account.
- Banking any income.
- Paying of authorised Club accounts.
- Preparing monthly profit/loss, cash flow reports for the Management Committee.
- Preparing forecasts of the Club's profit/loss, cash flow, and banking.
- Ensure the security of the Club's assets.
- Arrange for an annual financial audit.
- Prepare half yearly profit/loss, cash forecasts, and financial reports to be presented to members at the annual and half yearly meetings.
- Ensure regular backup of financial records.
- Report to the Management Committee and members on any financial impropriety
- Ensure adequacy of Club insurance policies and excesses.
- Maintain a register of period and/or term contracts and present a report to members at the annual general meeting.
- Train, mentor and support the incoming Treasurer.

Ladies and Men's Representatives

The primary key roles of the representatives are to ensure that all bowlers can be included and represented in their eligible events and functions of the Club. It is a condition that these representatives collaborate to maximise coordination and to minimise segregation of members.

The responsibilities of the Representatives include, but are not limited to:

- Preparation of a calendar of events for the following membership year and to forward the calendar in a timely manner to the Secretary for review, publication, and distribution.
- To represent the Club at all DDLBA and DDBA meetings and to ensure that the Club is represented at such events and functions. However, if a representative is unable to attend a DDLBA or DDBA meeting, a proxy may be appointed by the representative. The proxy can then exercise the authority of the representative at the meeting, as if elected by the Club.
- To communicate with the Games Director to ensure that all bowls members of a class can be adequately mentored, trained, and supported in the game of bowls.
- To communicate with the Management Committee on any issues or business arising from the DDLBA, DDBA, BQ and/or BA.
- Train, mentor and support the incoming Representatives and Games Director.

Games Director

The role of the Games Director is to collaborate with the Bowls Representatives, Bowls Coordinators and Selectors for all bowls games held at STBC.

The responsibilities of the Games Director include, but are not limited to:

- Ensure that the bowls calendar is communicated to Club Toowoomba and the greenkeeper.
- Assume overall responsibility for the correct application of the laws of Lawn Bowls; those conditions of competition are adhered to; and those other laws or regulations that may apply to bowlers while under the auspices of STBC are complied with.
- Communicate any issues or business arising from games played to the Management Team.

- Enter teams in relevant competitions (District, Pennants, etc.) as required by STBC.
- Organise and ensure that all Club Championship and competition draws are impartial.
- Liaise with the Bowls Representatives regarding district events and requirements.
- Liaise with the Bowls Coordinators to ensure bowls and/or events are efficiently run.
- Ensure Bowls Coordinators are supported by other bowls members for major events or as required.
- Liaise and discuss with the Management Committee regarding Club sponsorship, prize money and format of games.
- Appoint the Controlling Body as required for bowls games as required.
- Support the four bowls selectors comprising two females and two males as elected from the floor at the Annual General Meeting.
- Train, mentor and support the incoming Games Director and Bowls Coordinators.

Ladies and Men's Bowls Coordinators

The role of the Bowls Coordinators are to support the role of the Games Director as and when required together with the weekly operations for all bowls games.

The responsibilities of the Bowls Coordinators include, but are not limited to:

- Assisting the Games Director with bowls, and other events.
- Liaise and collaborate with the bowls selectors as required.
- Ensure the greenkeeper is aware of all called competition, social bowls, and other events.
- Ensure that adequate rinks, mats, and jacks are available.
- Ensure that entry sheets for all bowls are displayed for members information on the STBC notice board.
- Prepare and collect the cards for all bowls games, announce Conditions of Play and declare relevant results as required.
- Ensure that adequate markers are available for Club singles events.
- Organise the catering for bowls events as required with Club Toowoomba.
- Organise the scoring system for major events (e.g., carnivals),
- Ensure the game results are published in The Chronicle, on the STBC website and forwarded to the Secretary.
- Ensure that all bowls members are aware of, and comply with the rule of play, sub or forfeit when playing competition bowls.
- Train, mentor and support the incoming Bowls Coordinators.

4.0 REIMBURSEMENT OF EXPENSES

4.1 Expense reimbursement

Any member who is requested by the Management Committee to undertake any authorised activity for and/or on behalf of the Club, and who incurs an expense in association with that activity shall have fair and reasonable expectation of reimbursement of that expense without provision of any payment by way of commission or profit. Any such reimbursement must fall within the financial guidelines and limits of authority for the Club.

4.2 Vehicle Expenses

The Club shall reimburse 'out of pocket' expenses to bowlers who use their own cars as transport to Clubs for official visits such as Premier 7s and pennant play, provided that the trip is greater than a 30kms radius from the South Toowoomba Bowls Club. To be eligible for reimbursement the travel must be to events where the member or team is representing the Club and such travel is authorised by the Management Committee. Travel will be reimbursed at a level to be decided by the Management Committee each year.

4.3 Green Fees

The Club will pay green fees for players involved in the following competitions: Championship Games at District and Group level which progress to State level. All other green fees are payable by club members who nominate to play.

5.0 CLUB COMPETITIONS AND EVENTS

5.1 Club Events

Club competitions shall be held annually, and may consist of:

- Championship Events including Singles, Pairs, Triples, Fours as single gender and mixed competitions.
- Non-Championship Events.
- Graded Events and
- Other competitions approved by the Management Committee.

To be eligible for championship events controlled by the State Body only full affiliated members who have declared for the Club may enter, however this may be varied from time to time by the State Body.

5.2 Bowling Year

The bowling year for all events shall commence on 1 January and shall finish by 31 December of the same year. Earlier completion dates may be set by the bowls committees to comply with district or state association requirements.

5.3 Running Club Events

All competitions will be played in block form. For all events, nominations in the form approved by the Management Committee shall be made not later than the closing date as published. Nomination shall be made by placing the name or team on the entry sheet.

All entrants shall be financial voting members of the Club at the closing date of nominations, which will be no later than seven (7) days prior to the scheduled commencement date for each event.

All Club events that require catering must be approved by the Management Committee.

5.4 Draw for Club Events

The Bowls Coordinators shall make all drawings for bowls events in the presence of at least two other members, one being the Games Director.

The draw shall be made as soon as practicable after the closing date. A copy of the draw is to be placed on the Bowls Board, and a file copy is to be kept by the Games Director.

5.5 Calling Club Events

The Bowls Coordinators shall call the games to be played, giving adequate notice, wherever possible in writing.

Such notice having been given, no further notice shall be required if events are interrupted or postponed by inclement weather. It is a member's personal responsibility to ascertain whether a member is called for play. When called for play, the principle of 'play, sub or forfeit' shall apply to all games. Games may be played earlier than the date called, by agreement with the players concerned.

5.6 Team Availability

The team skip is responsible for the availability of their team member or, if necessary, shall arrange to provide a substitute who will be the same gender as the player being replaced in accordance with the Laws of the Game.

5.7 Playing Conditions

5.7.1 All play shall be under the control of the Controlling Body.

5.7.2 All play shall be under the National Body Laws of the Sport of Bowls and in accordance with Club conditions of play, except as provided for in these By-Laws.

5.7.3 Players may not be called to play more than two games per day whenever Championship games are scheduled.

5.7.4 An Umpire of the Day shall be appointed for all Club competition games.

5.7.5 Unless stated to the contrary, games of bowls shall commence at the following times throughout the year:

- Morning games 9:00 am.
- Afternoon games 12:30pm.

5.8 Jury Service

In the event a member is called for Jury Service or subpoenaed to attend Court the Controlling Body shall have the power to determine each case on its merits.

They shall exercise discretion depending on the circumstances, considering the length of notice given to the Controlling Body, whether the delay would be for a definite period the length of the delay and the urgency of the need for the completion of the event.

5.9 Grading of Players

At the discretion of the selectors the winner of the B grade singles is automatically reassessed at the beginning of the next competition year. The selectors shall make their decision on other players based on performance taking into consideration Club performance and performances in events conducted by other clubs and controlling bodies.

The grading of players should take into consideration requests from members to be regraded because of their age or altered bowls playing standard. Members who have been downgraded by selectors may then play in their amended grade both within the Club or District, excepting that no former "B" grade singles winner can play in a "B" grade singles event.

Only players graded "B" grade or lower shall be eligible to enter "B" grade competitions.

The total value of all trophies and/or money shall be determined from time to time by the Management Committee.

5.10 Official Games

When a member of the Club has been called to fulfill a National, State or District Association or Club commitment in a match or on official business on any day on which he/she has been drawn to play in an Association or Club commitment, the onus shall be on the player to notify the National, State or District Association or Club as the case may be, of any other commitment.

The Controlling Body may define circumstances that it will not accept as a valid reason for a player's unavailability. However, a substitute is not permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds, the Controlling Body shall declare the position of the absent player vacant.

5.11 Roll Ups

All roll ups are at the discretion of Club Toowoomba and a rink must be booked with Manager, Club Toowoomba.

5.12 Pre play practice

The conditions for pre-game practice and trial ends are set in accordance with the laws of Bowls issued from time to time by the National Body.

5.13 Code of Conduct

Conduct of all players and officials is as follows:

1. Play by the rules of the game.
2. Do not deliberately distract or provoke an opponent.
3. Sportsmanship should be prized above all things. Applaud all good plays whether they are made by your team or the opposition.
4. Co-operate with your teammates and opponents. Without them there would be no competition.
5. Participate in the game of lawn bowls for your enjoyment.
6. Respect the rights, dignity and worth of all participants in the game of lawn bowls regardless of their gender, ability, cultural background, or religion.

6.0 GENERAL

6.1 Notice Board

All notices posted in relation to bowls or memberships shall be placed on the STBC Notice Board. If any notice has been posted for the prescribed time, the fact that a notice has not reached a member shall not invalidate the proceedings.

Achievement Records are to be maintained by the Club in electronic form and, subject to the Management Committee's approval, any member, team, or side winning an official District, State or National event may have that achievement recorded thereon.

6.2 Member's Bowls

Each member is wholly and solely responsible for his or her bowls, bag, associated equipment and all clothes and personal items.

The Club shall at no time accept any responsibility for their security, safe-keeping or any loss or damage, whether it is or is not contained in any locker, cupboard or cabinet provided by Club Toowoomba. No member shall use the bowls of another member without that member's permission.

6.3 Notices of Motion

Notices of Motion must be submitted in writing to the Secretary at least twenty-one (21) days before a General Meeting for inclusion in the notice convening such meeting.

Any Notice of Motion must be signed by a voting member of the Club as the proposer, and counter signed by a minimum of five (5) other voting members as agreeing with the motion.

7.0 BANKING AND FINANCIAL CONTROLS

7.1 Bank Accounts

7.1.1 The Club may only operate banking facilities, including cheque, internet accounts, deposits etc. with financial institutions authorised by the Australian Prudential Regulation Authority (APRA) to carry out banking business in Australia. While the appropriate Federal Government legislation remains in force, the Club may only operate these banking facilities with a financial institution whose deposits and operations are covered by the Australian Government Deposit Guarantee scheme.

7.1.2 On maturity of the interest-bearing security the interest received is to be deposited into the Club's designated account, and the principal reinvested, either on its own, or by adding surplus.

7.1.3 The Management Committee is to ensure that the sum of all deposits held with any one financial institution is maintained below the maximum limits for insurance of deposits covered by the Australian Government Deposit Guarantee scheme, whilst that scheme remains in force.

7.2 Financial Reports and Forecasts

7.2.1 Every six (6) months ending 30 June and 31 December the treasurer is to prepare and the Management Committee is to approve a forecast for the forthcoming 12 months. This is to show forecasted future income, expenditure, and cash flow. The forecasts are to be supplied to members at the half yearly and annual general meetings together with a report to members on the comparison of actual results to the previous forecast.

7.2.2 The Treasurer is to prepare, and the Management Committee approve a set of financial reports for the balance sheet and the profit and loss of the Club for the periods 1 July to 31 December [for the half year] and 1 July to 30 June [for the full year]. These are to be presented to members at the half yearly and annual general meetings of the Club.

7.3 Capital Expenditure

The Management Committee may only approve capital expenditure to a limit of \$10,000 without approval of 75% of voting members at a general meeting called to vote on the expenditure. Payments for a larger item of capital expenditure may not be broken into smaller payments to avoid the limit.

7.4 Backup of Records

The Management Committee is to ensure and maintain a computer backup facility to ensure all the Club's computers are automatically backed up to a secure facility daily. Where this backup is performed onsite, a separate back up is to be done monthly and removed from Club premises for storage at a secure location.

7.5 Insurance

The Management Committee must ensure that the Club has adequate insurance cover for any asset, public liability, misappropriation, professional indemnity, and volunteers' cover. This may be by separate cover or by ensuring the Club is named as an insured party under policies organised and maintained by the landlord, Club Toowoomba.

7.6 Reporting Financial Impropriety

All theft and misappropriation of Club property and assets must be formally reported to the Queensland Police Force for investigation, and the members advised of the results of such investigation.

8.0 SOCIAL MEDIA

No member of a Club shall use social media to make derogatory comments about any member, any official, other affiliates, other bowling Clubs or Club Toowoomba. Any infringement may render the offender/s to disciplinary action.

9.0 STANDING ORDERS FOR MEETINGS

These Standing Orders are applicable for all meetings and shall be interpreted subject to the Constitution.

Only one item of business shall be put before the meeting at any one time, and only one speaker is permitted to speak at any point in time.

In order that the proceedings of any Meeting be carried out without delay, the following standing orders will be observed:

- a. The proposer of a resolution or of an amendment may speak for five (5) minutes only.
- b. A member speaking to a resolution or of an amendment must not exceed five (5) minutes.
- c. The proposer of a resolution or an amendment may speak a second time for two (2) minutes before a vote is taken, but no other member may speak a second time to the same resolution or amendment.
- d. The Chairperson may at any time consider a matter has been sufficiently discussed call on the proposer for a reply, and when that has been given a vote must be taken.
- e. A member may, with the consent of the Chairperson, move "that the question be now put", after which when the proposer has spoken, a vote must be taken.
- f. A secret ballot requires the support of ten (10) members to be valid.
- g. A speaker to the Annual Report or to any other general discussion shall not exceed two (5) minutes to any one topic.
- h. Any motion seeking additions or amendments to the Constitution must have a majority equal to two-thirds of those present, entitled to vote and voting.
- i. Standing Orders shall not be suspended for the purpose of considering any matter on the Agenda except by the consent of a majority equal to two-thirds of those present, entitled to vote and voting.
- j. The Chairperson may change the order of items on the Agenda with the support of a simple majority of those present, entitled to vote.