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1 Executive

Purpose

The Executive (comprising of the five office bearers below) is the executive of the Board of Management of the Brighton Bowling Club Inc., established under clause 37.1 of Brighton Bowling Club's Constitution Inc. to assist the Board in discharging its responsibilities by dealing with matters of importance to the Board, which arise between Board meetings.

Membership

- President;
- Vice President Club;
- Vice President Bowls;
- Secretary;
- Treasurer.

Meetings

- The Executive meets as required.
- Any Executive member may request a meeting.
- The President or Secretary at the request of an Executive member must convene a meeting of the Executive.
- Meetings and the proceedings of the Executive are governed by the provisions of the Constitution of the Brighton Bowling Club Inc. regulating meetings and proceedings of the Board.
- An Executive meeting may be called and held using technology consented to by each member. The consent can be a standing one.
- A quorum for any meeting is any three (3) members of the Executive.
- The Executive may invite other people to attend all or part of its meetings, as it deems necessary or appropriate.
- Decisions taken by the Executive must be ratified by the Full Board at its following meeting.

Approved by the Board of Management

Dated 14/4/2021

President



Secretary





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2 Annual Subscription – Resignations and Part Year Membership

This By-Law is written in accordance with rule 23 (Fees and Subscriptions) and rule 19 (resignation of members).

- Annual subscriptions are due and payable by the 30th June each year.
- New members joining after the 1st January in any year shall pay a proportional fee of 50%, after the Bows SA capitation fee is added, unless agreed by the Board to be a lesser amount.
- Any member that resigns from the Club, giving seven days' notice in writing to the Administrative Secretary, shall pay all monies due at the date of such notice including the current Financial Year's subscription or any portion calculated as follows.

Amount payable will be:

- Fees due or paid to Bowls SA + Pro-rata Club portion of subscription (total subscription less **Bowls SA fees**).

Subscription Refund

- The Pro-rata Club portion of the fee shall be calculated on a monthly basis from the 1st July and increase by 1/12 (one twelfth) on the 1st of each month. E.g. 1st July 1/12 payable, 1st August 2/12 payable, 1st September 3/12 payable and so on.
- No fees are to be refunded after the 31st March.

Approved by the Board of Management

Dated 14/4/2021

President

Secretary



3 Authority to Purchase goods or services on behalf of the Club

The Board of Management will, each year, appoint such Officers and Employees as are required to carry out the objectives of the Club, in accordance with the provisions of the Constitution.

Those officers and employees are authorised to incur expenditure that enables them to carry out the duties of their appointment, as follows:

- Greenkeeper and Greens Manager – fertilisers and consumables, repairs and minor replacements for machinery
- Providedore – foodstuffs, supplies of tea, coffee and other consumables.
- Secretary – replacements of bowls mats and jacks, score cards and printing of promotions etc.
- Secretary – replacement of stationery supplies, repairs and minor replacements for office machines and equipment
- Uniform Officer – replacement of uniform stock
- A receipt or invoice must be provided for all purchases to the Club Treasurer, including ABN or Statement of Supplier for if over \$75..

Any purchases exceeding \$500 for other than regular supplies as set out above, or for any repairs or replacements exceeding \$500 must be referred to the Board of Management for approval prior to purchase.

In the event that approval of repairs or replacements is needed more urgently, an initial approval may be sought from any 2 of the Administrative Secretary, Treasurer, or the President which can then be approved at the next meeting of the Board of Management.

Purchases of any major repairs or new equipment where the cost exceeds \$25,000 must be submitted to the members for approval in an Annual General Meeting, or Special General Meeting prior to purchase in accordance with the provisions of the Club's Constitution.

Where grants have been provided to the Club, approval of the expenditure relating to the Grants, must be given by the Board of Management prior to purchase.

Where purchases of between \$1,000 - \$2,000, the RSL needs to be informed but if the amount is greater than \$2,000, the RSL must approve the purchase.



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4 Member Advocate Role Statement

General

The Member Advocate is responsible for ensuring that club members are informed of their rights and obligations in matters of pennant selection and to assist with resolving any selection disputes.

Responsible to – Vice President Bowls Director

Principle responsibilities

The Member Advocate is responsible for:-

- Being available to members to assist with resolving selection problems
- Where necessary, assure players of the efficacy of the selection process
- Enhancing the fellowship, culture and operation of the club by providing the linkage between club members and the selection panels.

Criteria for Position

- Very good communication skills
- Ability to evaluate and address member issues in order to achieve legitimate outcomes
- Ability to empathise with aggrieved members
- Availability to attend selection meetings as an observer
- A good working relationship with the Chair of Selectors and the club Executive



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5 Grievance Procedures

This procedure provides a fair and transparent process for the resolution of minor grievances and complaints raised by members.

In managing and resolving complaints/grievances the following principles will be appropriately applied, taking into account the nature of the complaint/grievance:

- Where possible minor complaints/grievances should be resolved informally
- Negotiation and conciliation are the guiding principles to be applied by all parties when attempting to resolve complaints/grievances.
- This procedure emphasises a mechanism to resolve a grievance or complaint through informal procedures.
- Complaints/grievances should be dealt with within a reasonable timeframe.
- Aggrieved members may have a representative attend all relevant meetings.
- Appropriate documentation will be maintained if deemed necessary.
- Confidentiality must be maintained; and
- Principles of natural justice will guide the application of this process.

For Selection Grievances

1. Consult with the Member Advocate
2. If the issue is still unresolved, write your grievance to the Secretary of the Bowling Club.
3. Attend meetings called to resolve issue (s)
4. Keep a positive attitude.
5. Be polite.
6. Stay calm.
7. Listen carefully.
8. Take note of any advice given and act on it.

For Minor Grievances

1. Write a letter to the Secretary outlining your grievance clearly.
2. Attend any meeting called to discuss your issue (s)
3. Keep to the subject raised in your letter.
4. Be polite.
5. Stay calm.
6. Listen carefully.
7. Try to come to an acceptable agreement.



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6 Members Code of Conduct

The Brighton Bowling Club Inc values its members, volunteers and visitors, and aims to provide a friendly and safe environment for all.

In addition to the Bowls SA Membership Protection Policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Bowls SA, Bowls Australia, a Member Club, Association or an Affiliated club and in your role as a player/participant in any activity held by or under the auspices of Bowls SA, Metropolitan Bowls Association, a Member Club, Association or an Affiliate Club.

Members Shall:

1. Respect the rights, dignity and worth of others, treat others with courtesy and respect regardless of race, colour, religion, gender, sexual orientation, age, origin, disability, veteran status, marital status, citizenship, political beliefs or any other category protected by law.
2. Members must display respect to their teammates, and opponents, and play the game within Bowls SA Laws and/or MBA Conditions of Play, to the highest degree of sportsmanship and honesty.
3. Members will not engage in offensive or abusive language, dissent, conduct unbecoming, or actions, which would bring the game of bowls, or the Club into disrepute.
4. Spectators on the banks will conduct themselves in a manner that ensures that players are not distracted.
5. Be fair, considerate and honest in all dealings with others.
6. Be professional in and accept responsibility for your actions.
7. Be a positive role model and make a commitment to providing quality service to the Club.
8. Operate within the rules of the sport including national and international guidelines, which govern Bowls SA, the Member Clubs, Associations and Affiliated Clubs. Refrain from any behaviour that may bring Bowls SA, Metropolitan Bowls Association, a Member Club, Association or an Affiliate Club into disrepute.
9. Refrain from any behaviour that may bring Bowls SA, Metropolitan Bowls Association, a Member Club, Association or an Affiliate Club into disrepute.
10. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.