



MACKAY BOWLING CLUB INC. BY-LAWS

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1. RETURNING OFFICER

At the first management committee meeting each year, the management committee must appoint a returning officer whose duties are to control the issuing of ballot papers and subsequent collection and counting of same at the Annual General Meeting and subsequent general meetings. The returning officer must liaise with the secretary regarding the preparation of ballot boxes. He or she must ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are correctly located for the lodgement of same. The returning officer will enlist the assistance of such number of scrutineers as required to conduct the ballot. The returning officer or any scrutineer must not be a candidate in such ballot. The returning officer must advise the chairperson of the meeting the result of the scrutineer's count and the chairperson must announce the result to the meeting. The ballot material must not be destroyed without the authority of a motion passed at the meeting and it must be the duty of the returning officer to carry out such instruction.

2. ELECTION AND BALLOT PROCEDURES

Nominations for members of the Management Committee must be accordance with the rules and voting must be by secret ballot with every ordinary financial and life member being supplied with ballot papers.

The method of voting must be to delete the name or names of the candidate or candidates not required by the voter. If more than two (2) candidates nominate for the same two (2) positions the ballot for the higher position to be conducted first.

The ballot for the lower position is then conducted after deletion of the successful candidate in the higher position. The results of each ballot shall be determined on the first past the post principle. If there be an equal number of votes for two or more candidates for the last remaining position in a ballot a further ballot must be conducted between the candidates who tied.

If insufficient nominations are received for the positions of elected Management Committee members, the candidates so nominated shall be declared elected and the remaining vacancies filled by nominations from the floor for the unfilled positions. If still not filled, the position is vacant and the management committee may approach members after discussions at the first management meeting proceeding the AGM.

3. DUTIES OF MANAGEMENT COMMITTEE

1. The **Chairperson** must be responsible, subject to the direction of the Management Committee and general meetings of members for the overall administration of the club. The **Chairperson** must preside at all meetings and functions of the club. The chairperson must attend to the carrying out of the decisions of the club and the management committee and generally see that members are properly accommodated and the rules are fully adhered to by all members. The presidents of the men's and women's bowls divisions must preside on days that involve the respective bowling events only.
2. The **Deputy Chairperson** must assist the chairperson to ensure that all duties allotted by the management committee are properly carried out. In the absence of the **Chairperson** the **Deputy Chairperson** will carry out the duties normally performed by the **Chairperson**.
3. The **Treasurer** must keep a record of the receipts and expenditure and keep correct accounts and books showing the financial affairs of the club and the particulars usually shown in the books of account of a like nature, report the financial position of the club at each meeting of the management committee, and present accounts for payment at each meeting of the management committee for ratification. The treasurer must also advise the management committee of any un-financial members.

The **Treasurer** must also submit to the annual general meeting a statement of accounts for the preceding year, said accounts to be audited in accordance with the rules. Should the treasurer be absent or ill, or neglect or refuse to do anything required by these by-laws, the management committee must invite and appoint any other financial member of the club to act in that capacity. Nb

4. The **Secretary** shall keep all such books and records as may from time to time be required by the Liquor and Gaming Act- 1992, and the Associations Incorporation Act 1981 or any amendments thereof and furnish all necessary returns or information to the Licensing Commission and the Department of Fair Trading.
5. The **Secretary** shall ensure that a register of current key holders is maintained.
6. The **Secretary** shall keep a faithful record of the business transacted at all meetings, issue notices of all meetings connected with the Club.
7. Within seven {7} days following any meeting of the Management Committee the **Secretary** shall have placed on the notice board the draft minutes of such meeting, these draft minutes shall be complete in as far as they relate to decided issues and include a copy of the previous month's accounts summary as prepared by the Club Treasurer. The Management Committee may by separate resolution determine that a particular item may be detrimental to the best interests of the Club, it's members or it's contractors and only such item may then be deleted from the draft minutes to be displayed.

3. DUTIES OF MANAGEMENT COMMITTEE (continued)

8. The **Secretary** shall receive all correspondence and reply thereto as the Management Committee may direct.
9. The notice calling the Annual General Meeting shall have attached to it the Club's Annual Report. Should the **Secretary** be absent or ill, or neglect or refuse to do anything required by the By-laws, the Management Committee shall have power to invite and appoint any other financial member of the Club to act in that capacity.

4. SECRETARY / MANAGER (Paid)- (if employed)

The duties of the **Secretary/Manager** who is an employee, who is appointed by the Club's Management Committee, shall be responsible for the duties of Secretary as set out in 2(4) of these By-laws. Duties shall also include the general management, promotion and supervision of the business and activities of the Club and shall be directly accountable to the Management Committee.

5. GREENS COORDINATOR

The **Greens Coordinator** shall be responsible to ensure the upkeep of the green, Bank, Gardens and Surrounds are of a high quality and will liaise with the Green Keeper regarding such maintenance.

This responsibility having been delegated to him by the Management Committee who shall retain overall control for these areas. His decision shall be final regarding the question as to whether the green is in a fit state for use. In his absence members of the Management Committee present shall be responsible for such decisions. He shall present a written report regarding the green or any other matter concerning his area of responsibility to each monthly meeting of the Management Committee.

6. NOMINEE

The bar operators shall be under the control of the Management Committee who shall appoint a person to be the Nominee of the Club in accordance with the requirements of the current Liquor Act. The Management Committee shall be responsible for the employment of all Bar Staff. The Nominee shall be responsible for the rostering of staff.

7. BAR MANAGER (if appointed)

The approved **Bar Manager** will be directly responsible to the Management Committee and shall submit a written report, through the Secretary, to each monthly meeting of the Management Committee. Subject to the approval of the Management Committee he/she shall be responsible for the employment and termination of employment of all Bar staff, be responsible for the ordering of all bar supplies and be responsible for the rostering of bar staff.

8. CLUB COORDINATOR

The building and maintenance thereof shall be under the full control of the Management Committee but it may delegate its authority to a **Club Coordinator** who shall:

1. Ensure that the building and procedures and systems therein are properly maintained and kept in a good state of repair
2. Make such recommendations to the Management Committee as he thinks fit, without restricting the generality thereof, the choice of contractors or tradesmen to carry out or perform any work, which may be required as a result of such recommendations.
3. Ensure that the Club furniture, furnishings and such other equipment as determined by the Management Committee from time to time, are properly stored, cared for and maintained, and initiate actions to repair or replace worn, damaged or lost items.
4. Maintain an inventory of furniture and equipment normally located in the Clubhouse and ensure that the Clubhouse, including the terraces and entrances, are kept clean and tidy. (5) Oversee the arrangements for letting of the Club's function room.

9. BOWLS SECTION DELEGATES

The Bowls Section Delegates will assist their respective Bowls Section President in the day to day running of the relevant Bowls Section. They will deal with comments, complaints and various issues that are brought to their attention from time to time. Such issues that are unable to be adequately handled by their Bowls Section should be brought to the Management Committee to be dealt with in the appropriate manner. Notwithstanding the allocation of duties contained in the preceding paragraphs the Management Committee may vary any and all of the duties applicable to any and all positions described therein at any time and from time to time where it considers that such variation shall assist in the better management of the Club.

10. SUB COMMITTEE AND THEIR FUNCTIONS

The Chairman of the Management Committee or his appointee shall be an ex-officio member of all sub committees. The Management Committee may appoint sub committees for any purpose whatsoever. The Chairman of each subcommittee shall present a written report to each monthly meeting of the Management Committee.

11. PUBLIC RELATIONS OFFICER

A **Public Relations Officer** may be appointed by the Management Committee and shall be responsible to see that all matters of interest are reported and publicized to the best advantage.

12. ATTIRE

The Management Committee must determine the dress standards as the minimum requirement in relation to members and visitors within the confines of the club's premises. Such requirements must be displayed in a prominent position within the club's premises. The club must apply any requirements of BQ for the attire of bowls players.

13. ALTERATIONS TO BY LAWS

The Management Committee by way of resolution may make, amend or repeal any By-Laws, not consistent with the Rules contained in the Club's Constitution. A By-law may be set aside by a vote by way of "Special Resolution" at a General Meeting of the Club.

14. NOTICE BOARD

A Notice Board, upon which all notices shall be posted, must be placed in a conspicuous position in the club's premises.

15. CLUB COLOURS

The Club colours shall be Red and Gold.

16. CLUB FLAG

The flag will be in the club colours with the lettering MACKAY dominant and be of a style approved by the management committee. The bowls divisions will fly the flag on playing days.

17. BOWLS DIVISION PRESIDENTS

The presidents of the respective bowls divisions must preside on days that involve bowling events only. They must carry out the decisions of the Management Committee and generally ensure that the respective bowls division members are properly accommodated. They will be responsible for and carry out the duties expected of persons holding such positions.

18. BOWLS DIVISION SECRETARIES

The Secretaries of the respective bowls divisions must deal with all correspondence and communications with the relevant DBA, other clubs or organizations in relation to bowling matters only. They shall issue all notices and keep minutes for all general meetings of members of the division, display notices on the notice board, collect nomination fees for club events, lodge nominations by the due date and otherwise carry out all proper duties associated with the office.

19. BOWLS DIVISION TREASURERS

The Treasurers of the respective bowls divisions must be responsible for the collection and transfer of all funds accumulated from the relevant bowls division's activities including nomination fees for games, green fees and any other revenue incidental to bowling events. They must clear all funds to the club treasurer or representative on the same day as collected.

20. BOWLS DIVISION GAMES DIRECTORS.

The Elected Games Directors of the respective bowls sections shall liaise and work together as required and be responsible for the conduct of all club championships and social play.

Their duties will include:

1. Compiling conditions of play for club championships and obtaining approval from the Management Committee.
2. Seeing that approved conditions of play are implemented.
3. Arrange for the Umpires/Markers when required.
4. Prepare cards for games under his/her control.
5. The elected Games Directors and/or in their absence the delegated member or members as the Controlling Body, take immediate control over the Conditions of Play under which a game is played on the Club's green.

21. SELECTORS- BOWLS SECTION

The Elected Selector/s for each of the respective bowls sections shall select teams for pennant matches, Inter Club Games and all representative games.

22. MATCH COMMITTEE

That Match Committee shall consist of the Games Directors and the Club Selectors and shall be responsible for recommending/modifying the Conditions of Play for all Championships, Social and Special games under the control of Mackay Bowling Club. The recommended conditions of play to be approved by the Management Committee.

23. BOWLS DIVISION SELECTORS

The Selectors of the respective bowls division must:

1. Select teams for pennant matches, interclub games and, where required, social play
2. Arrange the rinks for play.
3. Select individuals, teams and sides for any representative games.
4. Keep records of games played (if applicable); and
5. forward results of all DBA games to the relevant Club as required.