



BUDERIM BOWLS CLUB INC.

BY LAWS

AMENDED 30 JANUARY 2025

TABLE OF CONTENTS

1. Alterations to By-Laws	2
2. Acceptance of Rules by Members	2
3. Administration and Procedures Manual	2
4. Patron/s Buderim Bowls Club	2
5. Life Membership	2
6. Solicitors and Auditors	3
7. Sinking Fund	3
8. Appointment of Delegates	3
9. Notice Boards, Newsletters, Website and Social Media	3
10. Club Colours	3
11. Uniforms	4
12. Management Committee	4
13. Club Committees	4
(a) Executive Committee	5
(b) Selection Committee	5
(c) Coaching Panel	5
(d) Umpires Panel	6
(e) Constitution Committee	6
(f) Finance/Sponsorship Committee	6
(g) Business Plan Committee	6
(h) Sub Committees	6
14. Elections and Ballot Papers	7
15. Expenditure – Limitations on Management Committee	7
16. Laws of the Game	8
17. Competitions	8
(a) Club Championships	8
(b) Conditions of Entry to Competitions	8
(c) Controlling Body for Competitions	9
18. Nominations for Play	9
19. Practice	9
20. Days of Play	9
21. Nominations to Play Timings	10
22. Trophies	10
23. Member's Property	10
24. Damage to Club Property	11
25. Hire or Loan of Assets	11
26. Deceased Members	11
27. Visitors	11
28. Members Behaviour	12
29. Leave of Absence	12
30. Designated Smoking Areas (DOSAs)	12
31. Alcohol and Gaming	12
32. Incidents and Injuries	13
33. Conduct	13
34. Dress Standards	14
35. Dog Policy	15
Annex A - Duties of Office Bearers	16

1 Alterations to By-Laws

- Adoption of alterations and/or additions to these by-laws shall be made only by Special Resolution of the Management Committee. Written notice of the motion for the Special Resolution shall be given to the Management Committee and a copy posted on the Notice Board 14 days before the meeting to which the motion is to be submitted.
- The meeting may amend such motion and pass it in its amended form, and it shall be dated and become effective when displayed on the Notice Board by order of the Management Committee. Copies of alterations to by-laws shall be forwarded to Bowls Queensland for information.

2 Acceptance of Rules by Members

All members on admission shall be deemed to have agreed to be bound by the Rules and By-Laws of the Club.

3 Administration and Procedures Manual (to be updated by the Management Committee in 2024)

The directives outlined in any Manual of Administration and Procedures, amended as required from time to time, shall be adhered to and read in conjunction with the By-Laws and Rules of the Club

4 Patron/s Buderim Bowls Club

The Patron/s will be eminent members of the Buderim Bowls Club. They shall be welcome at all Official Club Functions. They may attend Management Committee Meetings but would not have a vote in that capacity. As a Club member the Patron would exercise all rights and privileges as a member of the club.

Any financial Club member may nominate a potential member as a potential Club Patron and the Management Committee will make their recommendation to the Annual General Meeting for approval.

5 Life Memberships

Granting of Life Membership in each year as per Rule 8 must meet the criteria set out in Rule 8.3 (f) and Annexure A of the Constitution.

A brief resume of each nominee is to be read at the Annual General Meeting.

6 Solicitors and Auditors

An Honorary Solicitor may be appointed at the Annual General Meeting of the Club.

An Auditor shall be appointed at the Annual General Meeting

7 Sinking Fund

- A Sinking Fund was established in 2013 to ensure that there are sufficient funds available to replace or renovate the Synthetic Greens and the Shades.
- The committee will decide the amount to be allocated to the Sinking Fund and this amount will be agreed and included in the annual budget.
- All interest earned will remain in the Sinking Fund.
- No funds can be transferred from the Sinking Fund without a meeting of members passing a resolution that requires the approval of the members attending the meeting.

8 Appointment of Delegates

The Management Committee shall appoint two Delegates to attend meetings of the SCDBA to vote as instructed by the Management Committee. The Delegates shall appoint one of their number to report to the Management Committee at its monthly meetings.

9 Notice Boards, Newsletters, Website and Social Media

- All information pertinent to members shall be placed on Notice Boards within the club, weekly Newsletters, and the Buderim Bowls Club Website and Social Media.
- If any Notice has been posted for the prescribed time, and the fact that a notice has not been read by a member shall not invalidate the proceedings.
- No paper, notice, or placard, written or printed, shall be posted in the Club clubhouse or on the Notice Board, Newsletter or Website without the approval of either the President, Secretary, or responsible Committee Person.

10 Club Colours

The Colours of the Club shall be maroon and white.

11 Uniforms

Buderim Bowls Club uniform consists of maroon shorts, skirts, skorts, pedal pushers or long trousers and the current approved Buderim Bowls Club shirt, all bearing the Bowls Australia logo. The Club shirt must be approved by the SCDBA.

At all times when playing Club Championships, Pennant Club representative games, competitions, and other Bowls Australia, Bowls Queensland or Sunshine Coast District Bowls Association events, the Buderim Bowls Club uniform is to be worn.

Members must wear the club uniform or approved bowls, or other attire, as approved by the Management Committee during Club Social Competition.

Approved bowls attire consists of clothing with the Bowls Australia logo embroidered on that clothing, i.e. shirts, lower body attire.

Approved bowls attire for non-club Social Games is at the discretion of the organisers of these games.

Visiting players and Club member players not wearing full Club uniform must wear approved bowls attire.

12 Management Committee

The Management Committee, in accordance with Rule 15.1 of the Constitution, shall consist of the following members:

- President
- Vice President
- Secretary
- Treasurer
- Provedore
- Men's Division Captain
- Women's Division Captain
- Greens Director
- Games Director Women
- Games Director Men
- Committee Members (one)
- Any other members the Club members elect at an Annual General Meeting.

Detailed Duties and Responsibilities are at Annex 1.

13 Club Committees

The President shall be entitled to attend all meetings of Committees other than Selection Committees.

The selection and appointment of members to various committees will be determined as required following the Annual General meeting and in accordance with Section 16 of the Constitution.

(a) Executive Committee

- The Executive committee of the Club shall consist of the President, Vice President, Secretary and Treasurer. A quorum shall be any three (3) of the above.
- It shall be the responsibility of the Executive Committee to meet as necessary to transact only urgent business of the Club that may arise between Management Meetings, and to report on all such business transacted by it to the next meeting of the Management Committee, provided always that the Executive Committee shall not incur expenditure more than \$10,000 or deal with property of the Club.

(b) Selection Committees

- The Social Games Selectors will be formed from the Women's and Men's Divisions and shall consist of up to five members of the Club who will be elected by majority vote at the Annual General Meeting.
- The members of the Social Selection Committee shall continue in office until their successors have been appointed.
- A Club Selection Committee – Women - to consist of a minimum of 3 experienced bowlers and are responsible for selection of Pennant and other Club representative players.
- A Club Selection Committee – Men - to consist of a minimum of 3 experienced bowlers and are responsible for selection of Pennant, GR8 and other Club representative players.
- The election is to take place at the Annual General Meeting. The members of the Selection Committee shall continue in office until their successors have been appointed.

(c) Coaching Panel

- All accredited coaches at the date of the AGM may comprise the membership of the Coaching Committee.
- Newly accredited coaches may automatically become members.
- The panel will elect a delegate or delegates to represent the club at the SCDBA meetings and to report to the management committee.

(d) Umpires Panel

- All accredited umpires at the date of the AGM may comprise the membership of the Umpires Committee.
- Newly accredited umpires may automatically become members.
- The panel will elect a delegate or delegates to report to the management committee.

(e) Constitution Committee

- A Constitution Committee will be convened as required by management to ensure the constitution is updated to reflect changes to legal and legislative requirements.

(f) Finance and Sponsorship Committees

- A Finance Committee may be convened by the Management Committee as required.
- A Sponsorship Committee may be convened by the Management Committee as required.

(g) Business Plan Committee

A business planning committee may be convened by the Management Committee as required.

(h) Sub-Committees:

The following sub-committees will be elected at the first meeting of the new Management Committee.

- Grants Committee
- Membership Committee
- Social Committee.

Sub-Committees are to report to the Management Committee member responsible and submit a written report at the monthly committee meeting.

14 Election and Ballot Procedures

- Nominations for members of the Management Committee must be accordance with the rules.
- Voting may be by secret ballot. Every ordinary financial and life member must be 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.
- A Returning Officer is to be appointed if there is more than one candidate for the position.

If there is an equal number of votes for two or more candidates for the last remaining positions in a ballot, a further ballot must be conducted between the two 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 meeting shall proceed to fill any remaining vacancies and, if necessary, conduct a ballot but with nominations from the floor of the meeting. Any member not present must indicate in writing his or her willingness to accept nomination from the floor for any unfilled position.
- Ballot papers may be issued to those entitled to vote not more than 30 minutes prior to the meeting being opened. A nominated Returning Officer must not collect the votes until the Chairperson of the meeting announces the closing of the ballots. All votes will be deemed to have been made after the opening of the meeting and before the closure of the ballots. Before closing the ballot, the Chairperson of the meeting must introduce to the meeting any candidate for election who is not well known to the members if such candidate is present at the meeting.
- In the case of a ballot being necessary to resolve a matter other than election, members must indicate their choice on ballot papers in a manner specified by the chairperson of the meeting.
- Proxy Voting – A voting member may appoint another member to act as their proxy and vote on their behalf in accordance with Rule 13 of the Constitution.

15 Expenditure: Limitations of Management Committee

- The Management Committee is not authorised to approve any project or any single item of capital expenditure more than \$20,000, excluding maintenance and usual business operating expenses, without prior approval of a General Meeting. This limit does not include money received for projects from grants.

- Any request for alterations and additions to the premises or grounds of the Club estimated to cost more than \$10,000 must be supported by specifications of all work required and two (2) quotes from recognised builders or operators in the field, before final approval is given.
- In such cases of approval sought, the motion will be treated as a Special Resolution in accordance with the Constitution Clause 11.3.

16 Laws of the Game

All games shall be played in accordance with the “The Laws of the Sport of Bowls” Crystal Mark latest edition including Australian Domestic Regulations and Policies amendments.

17 Competitions

All competitions and other matches conducted by the Club shall be played in accordance with the World Bowls Laws of the Game and Bowls Australia by-laws and in accordance with such conditions as laid down by the Club, provided such conditions shall not conflict with Bowls Australia Laws of the Game.

(a) Club Championships

- As authorised by the Management Committee.
- A player called upon to play on a certain day by the Games Director and is unable to play, will provide a substitute or forfeit the match. The definition of a substitute is detailed in the Laws of the Sport of Bowls DR2.

(b) Conditions of entry to competitions

- A member of Buderim Bowls Club Inc., whilst a Member of another Club must declare in writing which Club Championships and Pennant Team they intend to play for.
- If in any one Calendar year the member decides to play in either of those of another Club, they will be ineligible to play in any Championship or Pennant Team of Buderim Bowls Club in that year.

A player must have been a member of the Buderim Bowls Club for at least one (1) month before becoming eligible for selection to represent Buderim in District Pennants. SCDBA is to be advised immediately.

(c) Controlling Body for Competitions

The Controlling Body for competitions shall consist of the following persons for each Games Division:

- Men's or Women's Captain (depending on the event) or their deputy.
- Men's/Women's Games Director (depending on the event) nor their deputy.
- President, and
- Other person appointed by the Management Committee for that event.

18 Nominations for play

Members and visiting players are required to nominate online via the Buderim Bowls Club Website: <https://buderimbowls.com.au>.

19 Practice

- As directed by Greens Director, Games Director or member of the Management Committee.
- On any day but not less than 1 hour before any scheduled game.
- On any day when a game is to be played any player in the game may practice for up to 30 minutes prior to the commencement of the event. Practice prior to these games is not subject to any restrictions EXCEPT time. Rules for pennants and competitions are contained in the Conditions of Play for each event.
- At any time, when practice is allowed, coaches requiring a rink for coaching purposes shall have priority.
- At any time when practice is allowed and available rinks are full, no member shall practice for more than one hour continuously to the exclusion of any other member who is waiting.
- The Management Committee shall ensure that this by-law is displayed on the Club Notice Board for information of/and observance by all members.

20 Days of Play

The Management Committee shall endeavour to accommodate as many players as have nominated for play on these days and to authorise games on Public Holidays or other days as considered necessary.

Days of play can be changed at the discretion of the Management Committee. Details will be circulated to members and posted to the website and notice boards.

(a) Men's Bowls

- Club games will be organised on Thursday morning and afternoon and Saturday afternoons for the Men's Bowls Division.

(b) Women's Bowls

- Club Games will be organised on Tuesdays, and Saturday mornings, for the Women's Division.
- Open and Mixed games may be organised on other days.

21 Nominations to Play Timings

Player Nomination Lists will close as late as possible for the day of play to enable a draw to be undertaken by the Selectors. Player lists will close as follows:

- 10.00 AM for Saturday afternoon play.
- 9.00 AM for Tuesday afternoon play.
- 8.00 PM on the Wednesday before Thursday morning play.
- 10.00 AM on the morning before Thursday afternoon play.
- 5.00 PM on the Tuesday before Wednesday Jackpot Pairs.
- 7.00 PM on the Friday before Saturday morning play.

Players are required to pay Green Fees at least fifteen (15) minutes prior to starting time of play.

22 Trophies

All trophies presented to or offered by the Club for competition, shall be played for under such conditions as the Management Committee may determine.

23 Member's Property

The Club will not be responsible for the loss, theft or damage of any articles left on the Club premises by or for any member of the Club and no receipt will be given for any article left by or for any member.

24 Damage to Club property

A member or any guest of a member who breaks or damages any article the property of the Club may be required to pay for such damage on demand.

25 Hire or Loan of Assets

- No assets of the Club are to be hired or loaned at any time to any organisation or person unless with the prior approval of the Management Committee.
- Any damage to the asset is the responsibility of the hirer of the asset for repair or replacement.
- All such hire or loans must be arranged in writing.

26 Deceased Members

No arrangements shall be made for scattering of deceased member's ashes or for the erection of any memorial of any kind to a deceased member except as approved by a Special Resolution of the Management Committee.

27 Visitors

- Members shall have the privilege of introducing a friend or friends to the Club.
- Visitors who are members of any Club affiliated with WB, Bowls Australia, or Bowls Queensland, shall be deemed to be visiting members of the Club whilst on the Club premises. Such visitors may be accorded the social privileges of members of the Club but shall not take part in any meeting of the Club or vote.
- Any person admitted as a day visitor shall only enjoy the social amenities of the Club for the duration of each valid visit without any other rights whatsoever.
- The Club reserves the right to refuse or to terminate admission to the Club premises of any visitor without assigning any reason for such refusal or termination and to regulate attendance of visitors at the Club for any such period deemed advisable.
- The Club's right and powers under this Rule may be exercised by the President or in his absence by a member of the Management Committee.
- If a visitor refuses a lawful request to leave the premises, he or she immediately becomes a trespasser and may be dealt with according to law.

28 Member Behaviour

- No political or religious subjects shall be discussed on the Club premises.
- Illegal gambling, betting on games, obscene or abusive language or unseemly conduct is not allowed.
- Any alleged infringement of this Rule, or report of any members, shall be investigated by the Management Committee and action taken.
- Where the offending party is a club member, the Management Committee may deal with the member under Rule 9 of the Constitution or if the offending party is a member of another Club, may report their conduct to such Club and to Bowls Queensland.
- If they are not a member of a Bowls Club, the senior Management Committee member present or a Club representative at the time, shall have the authority to have the individual/s removed from the Club's premises.

29 Leave of Absence

- All applications for Leave of Absence by Club members shall be in writing and be for a minimum period of 3 months absence.
- Members on leave shall not vote, nor take part in any meeting of the Club.

30 Designated Smoking Area D.O.S.A.

Smoking and vaping whilst in the Club facilities is governed by the 'Smoking and Other Tobacco Related Products Act and Regulations under which:

- No smoking or vaping within the clubhouse other than the specifically designated outdoor areas is allowed.
- No smoking or vaping is permitted on the greens or surrounds or other areas of the grounds except in designated outdoor areas.

31 Alcohol and Gaming

All indoor and outdoor areas of the Club are an integral part of the Club and as such are governed by the Liquor and Gaming Acts. Accordingly, the following restrictions apply:

- Only liquor purchased from the Club, or donated by the Club, may be consumed on the premises.
- Raffle prizes that are alcohol may not be consumed anywhere on the property, including the clubhouse, greens and surrounds.

32 Incidents and Injuries

- All incidents and injuries occurring during Club activities, or during events in which the Club is involved must be reported verbally or in writing to the President or the next most senior committee Member, or a staff member if the President or Committee member is not available.
- All documented incident and injury reports must be kept on file by the Club Secretary for at least a period of 7 years.

33 Conduct

33.1 Members, visitors, and guests whilst on the Club property must always observe the following:

- The Rules and By-Laws of the Club and all regulations and notices regarding play and conduct posted in and around the Club facilities, including any Program Handbook and game scorecards.
- The Rules and etiquette of the game as approved by the governing bodies and local Rules of the Club.
- All complaints, information, disputes, or notifications on any matter or against conduct of persons or against the Club employees or contractors, must be made in writing and handed to the Secretary. The Secretary shall provide the complaint to the Management Committee to be dealt with under Bylaws 33.2 – 33.4.
- Under no circumstance is a person to directly admonish any employee or contractor of the Club.
- All members are to conduct themselves in such a manner that will not be prejudicial to the harmony, welfare and prestige of the Club.

33.2 Notices or complaints of misconduct alleged against a Member may be dealt with by the Management Committee or the Management Committee may refer the matter to the Conduct Committee to investigate and hold a hearing. The Conduct Committee may give a report of their findings and recommendations for a penalty to the Management Committee for a decision to be made.

33.3 The Conduct Committee shall consist of those Members appointed by the Management Committee from time to time.

33.4 If conduct action is instigated against an alleged offender:

- a) The alleged offender will be notified in writing of the complaint against that person.
- b) Notice will be given to the alleged offender to attend a hearing of the Management Committee or the Conduct Committee, to answer the complaint.

- c) The person making the complaint will be invited to provide witnesses and witness statements and to attend the hearing.
- d) The alleged offender will be provided with a copy of the complaint and offered to have an observer or support person attend the meeting with them. Legal representation will only be permitted if approved by the committee.
- e) The alleged offender may attend the meeting to answer the charge or may answer the charge by providing a written response. The alleged offender may provide witness statements and witnesses at the hearing. Failure to attend the meeting in person shall result in a decision being made in the alleged offender's absence.
- f) If the hearing is held by the Conduct Committee, it will make a recommendation of whether or not the offender is guilty and recommended penalty. This recommendation shall be submitted to the Management Committee for approval.
- g) The hearing will be recorded.
- h) The Management Committee may accept, amend or change the Conduct Committee's recommendation. If the matter was heard by the Management Committee, the Management committee shall make its own decision of whether the offender is guilty and the penalty to be imposed.
- i) The person who offended and the complainant will be informed in writing of the decision.
- j) No right of appeal against the decision will be provided, unless the penalty imposed is expulsion or suspension of the Member, in which case an appeal may be lodged in accordance with clause 9.5 of the Constitution.

34 Dress Standards

Members, visitors and guests using or intending to use the Club facilities, must be clean, neat and tidy in their appearance and clothing.

35 Dog Policy

Adherence to the BBC Dog Policy will ensure that members and visitors to the Club have a safe and pleasant experience. It will also ensure Club is compliant with Queensland Government and local authority regulations.

- All dogs entering the premises must be on a standard lead and tethered in a safe and responsible manner.
- Owners have a responsibility to ensure that their dog does not cause noise and disturbances which interfere with the enjoyment of or pose a risk to others.
- Dogs are not permitted in the clubhouse or on the green.
- Owners are responsible for picking up dog droppings.

This policy will be enforced and non-compliance by members or visitors to the club will result in the owner being asked to remove the dog from the premises.

ANNEX 1 – DUTIES OF OFFICE BEARERS

The President

- The President must be responsible, subject to the direction of the Management Committee and General Meetings of members for the overall administration of the Club.
- The President or appointed delegate must preside at all meetings and functions of the Club.
- The President 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.

The Vice President

- The Vice President must assist the President to ensure that all duties allotted by the Management Committee are properly carried out.
- The Vice President is expected to fulfil the position of President in an acting role in the absence of the President.

The Secretary

The Secretary shall undertake the responsibilities as described in the Position Description as recorded in the/any Club's Administration and Procedures Manual:-

- The Secretary must deal with all correspondence and communications with the relevant DBA, other clubs or organisations in relation to bowling matters only.
- He/she shall issue all notices and keep minutes for all general meetings of members and display notices on the noticeboard.

The Treasurer

The Treasurer shall undertake the responsibilities as described in the/any Position Description as recorded in the Club's Administration and Procedures Manual (to be updated by the Management Committee in 2024).

- 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 or 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.
- He/she must also advise the Management Committee of any unfinancial 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 the by-laws, the Management Committee must invite and appoint any other financial member of the Club to act in that capacity.

The Men's and Women's Division Captains

- The Captains of the respective bowls divisions must/will preside on days that involve bowling events for their divisions and at any other times as required.
- Promote the Club and its benefits at all times, maintaining a public relations role at all events where visitors have been invited to the Club, both Men's/Women's and Mixed events.
- Perform a welfare role ensuring the wellbeing of all members and visitors.
- Introduce social playing days, major events and any other playing days as required, making relevant announcements each week. Welcome all members being cognisant of bowlers' welfare and any special needs they may have.
- Coordinate major events for their division (games, catering, raffles, and liaison with Provedore for staffing).
- Welcome sponsors to all events and promote their role and support of the Club.
- Write a report for the Management Committee meetings and attend such meetings.
- If required, attend District and other club's events in his/her capacity as BBC Division Captain.
- Carry out the decisions of the Management Committee and generally ensure that the respective bowls divisions are properly managed.
- Liaise with the Captain of the other Division as required.
- Arrange of Deputy when not available.

Provedore

The Provedore shall undertake the responsibilities as described in the Position Description as recorded in the Club's Administration and Procedures Manual (to be updated by the Management Committee in 2024).

- The Provedore shall be subject to the control and direction of the Management Committee.
- He/she is fully responsible for the overall management of the bar area, and the food preparation area, as well as catering and functions supervision.
- He/she shall also be responsible for staff selection, training and rostering as required for the efficient operation of all Club facilities and for ensuring that all staff hold the required certificates to meet the Office of Liquor and Gaming requirements.

- The Provide is also responsible for ensuring that the Club complies with all the requirements of the licence issued by the Office of Liquor and Gaming.
- He/she shall present a written report at each meeting of the Management Committee.

Games Directors

- They will abide by the Conditions of Play set out for Club Championships and the Laws of the Sport of Bowls.
- The Games Directors will be responsible for the conduct of all club championships and inter-club visits at home and away, and other events conducted by their Division in consultation with their Division Captain.
- They will run Championships, Competitions and Special Events by calling for entries, arranging for payment of nomination fees (if required), conducting the draw, preparing the draw sheet and placing the draw on the notice board and in the Newsletter. They are also responsible for recording the results of the competitions.
- They will announce the Conditions of Play at the commencement of each event.
- They will arrange for an umpire for games under their control and appoint markers for all singles games including SCDBA games if required.
- They will prepare cards for all games.
- They will ensure green fees applicable to any games being played have been paid to the relevant person (but not collect them) before the commencement of the day's play.
- They will attend and present a written report at each monthly meeting of the Management Committee.
- They will organise proceedings for the annual Presentation of Trophies.

Green's Director

- The retractable greens shades and greens maintenance shall be under the full control of the Management Committee, but they may delegate their authority to the Green's Director.
- The Greens Director's decision shall be final regarding the question as to whether the green or greens are in a fit state for use. In the absence of the Green's Director, members of the Management Committee present shall be responsible to decide regarding the suitability of the green or greens for play.
- The Green's Director shall, subject to the approval of the President, have power to order the necessary material and obtain extra assistance, if required, for maintaining the greens in good playing order.
- He/she shall present a written report at each monthly meeting of the Management Committee.