



Tweed Heads Bowls Club



Bowls Bylaws

THBC Bowls Bylaws November 2020

Version No. 2

Issued To:

Member Number:

OUTDOOR SOCIAL BOWLS PROGRAM

Day	Morning	Start Time	Afternoon	Start Time
Monday	Roll Ups	10am	Scrounger Singles	6.30pm
Tuesday			Open Social	1:00pm
Wednesday			Open Social	1:00pm
Thursday			Ladies Social	1:00pm
Friday			Men's Social	1:00pm
Saturday			Open Social	1:00pm
Sunday			Open Social	1:00pm

INDOOR SOCIAL BOWLS PROGRAM

Individual Bookings Available Daily from 9:00am to 9:00pm

Day	Social Bowls	Start Time
Monday	Open Pairs Scrounger Singles	1:00pm 6.30pm
Tuesday		
Wednesday		
Thursday	Open Singles Open Social Pairs	9:00am 7:00pm
Friday	Friday Open Pairs	5:30pm
Saturday		
Sunday		

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1. BYLAWS

The THBC Bowls Committee is a sub-committee of the Club and shall be governed in accordance with the Constitution, Bylaws (including these Bylaws) and policies of the Club.

The THBC Bowls Bylaws may be altered from time to time, subject to the approval from the Board.

These Bylaws establish the THBC Bowls Committee as a sub-club of the Club and to replace the former sub-clubs known as "Tweed Heads Ladies Bowls Club" and "Tweed Heads Men's Bowls Club."

2. INTERPRETATION

In these Bylaws, unless there is something in the subject or context inconsistent, the following interpretations shall operate: -

- a. **"Chairman"** means the Chairman of the Club.
- b. **"Club"** means the Tweed Heads Bowls Club Limited
- c. **"Bylaws"** means these Bylaws being the rules of the THBC Bowls Committee and Bowls at the Club.
- d. **"Financial Year"** means the same period as the financial year of the Club
- e. **"Committee"** means the members for the time being, of the committee of the THBC Bowls Committee elected or appointed under these bylaws.
- f. **"Association"** means the Queensland Bowls Association.
- g. **"District Association"** means the Gold Coast Tweed District Bowls Association.
- h. **"Bowls Department"** means such team comprising of employees of the Club appointed by the CEO for the administration of Bowls.
- i. **"Member"** means a Bowling A, Bowling B or Junior Member in accordance with Article 10 of the Constitution.
- j. **"BAGM"** means the Bowls Annual General Meeting required to be held each year by these Bylaws.
- k. **"CEO"** means the Chief Executive Officer of the Club.
- l. **"Constitution"** means the Constitution of the Club.
- m. **"Bowls Queensland"** means Bowls Queensland Inc.
- n. **"Bowls Manager"** means the person holding such position as an officer of the Club as appointed from time to time by the CEO and who performs this role, as per the requirements of these Bylaws.
- o. **"Board"** means the Board of Directors of the Club.
- p. **"Social Bowls Committee"** means the Social Bowls Committee which is a sub-committee of the Committee.
- q. **"THBC"** means the Tweed Heads Bowls Club

These Bylaws are subject to the Constitution. Any inconsistency between these Bylaws and the Constitution shall be resolved by the Board whose opinion shall be final and binding on the Members of the Committee and all Bowling Members.

3. OBJECTIVES

The objectives of the Committee will be to:

- a. Work with the Bowls Department in the co-ordination and conduct of the day to day bowls activities of the Club.
- b. Report to and work under the guidance of the Bowls Department
- c. Affiliate with Gold Coast Tweed District and Bowls Queensland Associations
- d. Advance the game of bowls and engender a fraternal feeling amongst the Clubs Bowlers

4. BOWLING A MEMBERS (PLAYING MEMBERS)

- a. Members of the Committee shall be elected and must be a Financial Declared Bowling A Member of the Club as defined in the Constitution.
- b. A Member of the Club who has not paid any fees, subscriptions, or dues within four (4) weeks of the due date (in accordance with the Constitution) shall forfeit all rights and benefits as a Member.
- c. Are entitled to attend and vote at the BAGM

5. DUAL MEMBERSHIP

- a. Dual Membership is permitted provided that the Member must declare for which club he/she is to be affiliated, for the purposes of Bowls Queensland. Members can only be affiliated with one club. The Member can only play Club Championships at their declared club. Where a Member has declared for Tweed Heads Bowls Club, the Member can vote and stand for election as an office bearer as provided by these Bylaws.
- b. Where a Member has declared for another club other than Tweed Heads Bowls Club for the purposes of item 5 a., then that Member shall be entitled to attend but shall not be entitled to vote at any meeting of the Committee or stand for election as an office bearer or the Committee.

6. TENURE OF OFFICE

The Office Bearers and Committee Members shall, subject to the provisions of these bylaws, hold office until the conclusion of the next BAGM after which they shall be eligible for re-election or appointment.

The Board Liaison Director holds office until his or her appointment is terminated by the Chairman.

The Bowls Manager holds office until his or her appointment is terminated by the CEO.

7. THBC BOWLS COMMITTEE STRUCTURE

The Committee shall consist of eight (8) Bowling A Declared Members:

- **Male President**
 - **Female President**
 - **Male Secretary**
 - **Female Secretary**
 - **Male Treasurer**
 - **Female Treasurer**
 - **Male Games Director**
 - **Female Games Director**
- a. The Chair of the Committee shall be elected annually by the members of the Committee. (refer item 8) *The Board reserves the right to appoint the Chair, if it is determined by the Board to be in the best interest of the Club.*
 - b. The Committee will also consist of two (2) non-voting members:
 - Board Liaison Director appointed by the Chairman
 - Bowls Manager appointed by the CEO
 - c. The CEO will appoint the Bowls Manager to the Committee who:
 - will participate in the discussions of the meeting;
 - will have authority to approve decisions of the meeting within parameters set by the Board (budget) and the CEO, and
 - will report to the CEO on matters of specific interest to the Club.
 - d. A Director of the Club is not eligible to be a Member of the Committee or any sub-committee of the Committee except as an appointee of the Chairman or as otherwise provided by these Bylaws.
 - e. The Social Bowls Committee is a sub-committee of the Committee and will be appointed by the Presidents and Games Directors, under the guidance of the Bowls Department. The Social Bowls Committee must have at least 4 male and 4 female eligible members.
 - f. The office or position of any Member of the Committee or Social Bowls Committee shall be vacated if their eligibility is not satisfied as per the requirements of the Constitution and these Bylaws.
 - g. Any casual vacancy on the Committee except for positions appointed by the Chairman or CEO may be filled by an appointment by the Committee for the balance of the term. The Chairman or CEO will appoint a replacement for any of their nominees as soon as practicable after the vacancy occurs.
 - h. In the case of mass resignation or retirement of the Committee, Article 21(f) of the Constitution will apply, subject also to compliance with these Bylaws.
 - i. The Committee and Social Bowls Committee Members who hold a pecuniary interest in a company will declare the nature of the interest at a meeting of the respective committees. The Bowls Manager will record such a declaration in the minutes of the respective committee meeting and inform the CEO. The Member declaring such an interest must not vote on decisions relating to those companies in which they hold a pecuniary interest.

8. ELECTION OF COMMITTEE

Members nominated for the positions of:

- **Male President**
- **Female President**
- **Male Secretary**
- **Female Secretary**
- **Male Treasurer**
- **Female Treasurer**
- **Male Games Director**
- **Female Games Director**

- a. Nominations shall be proposed and seconded in writing, each nomination shall be signed by the nominee, and lodged with the Bowls Manager at least seven (7) days prior to the BAGM. The Bowls Manager shall post on the Committee Notice Board, a full list of nominations for the respective positions at least five (5) days before the date of the BAGM. In the event of an insufficient number of Members being nominated for election or in the case of a Member so nominated withdrawing before the election, the vacancy shall be filled from the floor at the BAGM at which elections take place (excludes the Chairperson of the Committee).
- b. The Chairperson of the Committee shall be elected by the members of the Committee. Such election to be held at the first duly convened meeting after the BAGM. The Chairperson shall be entitled to take the Chair at every Committee meeting. In his or her absence or if he or she is unwilling or unable to Chair the meeting, the other President shall preside. If both are not present or unable or unwilling to preside, then the Committee members shall elect a Committee member to Chair the meeting.
- c. The Chairperson is to be elected annually and must be either of the elected Presidents.

The board reserves the right to appoint a Chairperson if it is determined to be in the best interest of the Club. The appointed Chairperson will preside until the conclusion of the next election at the BAGM.

- d. If there are insufficient nominations for any of the positions in item 8, then any or all such positions will be filled by Members at the BAGM.
- e. If no more than the necessary number for:
 - **Male President**
 - **Female President**
 - **Male Secretary**
 - **Female Secretary**
 - **Male Treasurer**
 - **Female Treasurer**
 - **Male Games Director**
 - **Female Games Director**

have been nominated, the Chair of the BAGM shall declare those nominated as duly elected. Where more than the requisite number is nominated, the election shall be by ballot as follows:

- i) the THBC Bowls Committee will appoint a Returning Officer and will appoint at least two (2) scrutineers, none of whom shall be a candidate for the election taking place; and
- ii) In the event that two or more candidates have an equal number of votes then the Returning Officer will call for another ballot amongst those tied candidates. If there remains a tie, then the Returning Officer shall draw by lot to determine.

9. DUTIES AND POWERS OF THE THBC BOWLS COMMITTEE

- a. Work with the Bowls Department in the co-ordination and conduct of the day to day activities and operations of bowls for Members
- b. Appoint Selectors when required as noted in item 26.
- c. Appoint two (2) delegates, from the Committee, to the District Associations.
- d. Undertake disciplinary action under the guidance of the Bowls Department, of a Member for alleged conduct complained of by a Member, Visitor or Club employee, in any competition, function, event, meeting, tournament, match, or game under the control of the Committee, in accordance with the Laws of the Game of Bowls, these Bylaws and the Constitution. (Refer to Infringements item 25)
- e. Be paid an annual honorarium, subject to approval of all Ordinary Members present at the Annual General Meeting of the Club.
- f. The Club will provide to the Committee, a monthly income and expenditure statement for review against the approved Budget.
- g. Appoint one (1) female Welfare Officer and one (1) male Welfare Officer to communicate and support members requiring welfare or general support because of ill health or other.
- h. Report and work under the guidance of the Bowls Department.

10. REIMBURSEMENT

The Bowls Manager shall consider and if thought fit, reimburse to any Member of the Committee or sub-committee any expenses properly incurred by such Member on behalf of the Committee or sub-committee, upon receipt of satisfactory documentation, such as receipts, as may be required by the Bowls Manager from time to time.

11. DUTIES OF THE SOCIAL BOWLS COMMITTEE

- a. work under and with the Games Directors
- b. work with the Games Directors and Bowls Department to conduct and manage all social days (both indoor and outdoor)
- c. work with the Games Directors and Bowls Department to determine and circulate in advance the conditions under which a competition is to be played, when required
- d. co-ordinate the conduct of all matches and competitions
- e. assist with, other events and any other matches placed under its control by the Club, under the guidance of the Games Directors and Bowls Department from time to time.
- f. Assist the THBC Bowls Committee and Bowls Department with day to day activities when required

In the event of any Member of the Social Bowls Committee vacating their position for any reason whatsoever, then such vacancy can be filled by another eligible Member appointed by the Games Directors.

12. BOWLS ANNUAL GENERAL MEETING

- a. The BAGM shall be held during August or September in each year.
- b. Notice of such meeting shall be posted on the notice board at least fourteen (14) days prior to the date of the meeting.
- c. The business to be transacted at the BAGM shall be in the following order:
 1. Reading of Notice convening the meeting.
 2. Confirmation of Minutes of the previous BAGM
 3. Presentation of the Financials
 4. Reading of the Committee report
 5. Adoption of the Committee report
 6. Election of:
 - Male President
 - Female President
 - Male Secretary
 - Female Secretary
 - Male Treasurer
 - Female Treasurer
 - Male Games Director
 - Female Games Director
 7. Any other general business of which due notice is given

A Member entitled to attend and vote at the BAGM and who so desires to bring forward any business for discussion at the BAGM, may forward to the

Bowls Manager, not less than seven (7) days before the date of the meeting the item for discussion. It must be in writing and signed by the Member. The Bowls Manager shall post on the notice board, the item for discussion not less than five (5) days before the date of the meeting. The item for discussion must be bowls related and specifically related to the role of the Committee or these Bylaws.

The Chairperson shall be entitled to take the Chair at every BAGM. In his or her absence or if he or she is unwilling or unable to Chair the meeting, the other President shall preside. If both are not present or unable or unwilling to preside, then the Committee members shall elect a Committee member to Chair the meeting.

13. THBC BOWLS COMMITTEE MEETINGS

The Committee shall meet at least monthly. Any Member of the Committee who is absent from three (3) consecutive meetings, without approved leave, shall cease to be a Member of the Committee, and their seat shall be declared vacant. Any vacancy shall be filled as provided by item 7 g.

The Chairperson shall have a casting vote in the event of a tied vote at a meeting of the Committee.

In the event of a tied vote, the Chairperson will be decided by a drawing of lots. Any vacancy in the position of Chairperson will be filled by the other President at the time.

A copy of the signed minutes will be provided to the Board, through the CEO monthly.

14. QUORUM

- a. At any Committee or sub-committee meeting, a majority of those eligible to attend shall form a quorum.
- b. At any BAGM, at least fifty (50) Financial Bowling A declared Members shall form a quorum.

15. VOTING

Only Bowling A Members who are affiliated and declared for Tweed Heads Bowls Club as their "home" club, are eligible to vote.

16. METHOD OF VOTING

At any BAGM, all voting shall be done by ballot.

17. ALTERATIONS TO THESE BYLAWS

- a. These Bylaws may be amended at any time by the Club's Board.
- b. Declared Bowling A Members may recommend, in writing, amendments to these Bylaws. The recommendation must be submitted to the Committee, who will discuss the recommendation at the next Committee meeting. If the Committee supports the recommendation, then it shall be

- given to the CEO for Board consideration at the next Board meeting.
- c. The Committee can recommend Bylaw amendments to the Board for consideration at the next Board meeting, through the CEO.

18. LAWS OF THE GAME OF BOWLS

“The Laws of the Sport of Bowls” as adopted from time to time by Bowls Australia, Bowls Queensland and Gold Coast Tweed District Associations, shall apply to all games played under the control of the Committee, except when specifically stated otherwise in conditions of play. Failure to observe any such laws will render the offending member eligible to disciplinary action in accordance with the Laws of the Game of Bowls, these Bylaws, and the Constitution.

19. DRESS CODE

a. Club Championships and Inter-Club Competitions

- i) For Club Championships either current approved club uniform must be worn.
- ii) Hats / Caps /Visor: Current approved club headwear. Sun safety strongly recommended
- iii) For Inter-Club Competitions current Tweed Osprey uniform must be worn.

b. Social Play

- i) Any approved club uniform or Bowls Australia approved attire are accepted. Untidy attire is not accepted. Bowls Australia approved footwear only.

20. Club Championships

Controlling Body

All Championships shall be under the control of the Games Director(s), or in their absence the Umpire of the day in consultation with the Committee President(s).

No Play

No Club Championships scheduled by the Games Director are to be played on Christmas Day, Good Friday, Anzac Day or during a Club or Committee General Meeting.

Eligibility

Is subject to the Laws of the Game of Bowls and the Conditions of Play for the said Championship.

a. Conditions of Play

- i. Conditions of play will be displayed for all Club Championships with dates and times for each round prior to the opening of each event.
- ii. Individual rounds must be completed on or before the due date of each round.

- iii. Players/teams who agree, and with the consent of the Controlling Body (Games Director /s), may play their round, prior to the scheduled date. If the game is not played on or before due date, the players/team that requested the change of date / time must forfeit.
- iv. All outdoor Championships will be played outdoors. If inclement weather prevails and matches need to be scheduled indoors, this will be at the discretion of the Controlling Body.
- v. When games are washed out, that day's play will usually be deferred to the next scheduled playing day of that event.
- vi. Games played in individual rounds outside designated times will not be supplied an umpire, except in the case of a Final.
- vii. In the interest of the sport of lawn bowls, and in fair play, any disputes between players/teams that cannot be immediately resolved by the Controlling Body, are to be referred by the Controlling Body to the Bowls Dispute Resolution Panel.

b. Bowls Dispute Resolution Panel for Club Championships

- i. The Bowls Dispute Resolution Panel consists of the Bowls Manager, Presidents and Games Directors of the Committee, plus one Umpire, will adjudicate all disputes unresolved by the Controlling Body as soon as practicable.
- ii. The Panel has authority to adjudicate bowling disputes, including, but not limited to, rescheduling games, venues (including Indoor Green) and disqualifying players/teams if required.
- iii. The Bowls Dispute Resolution Panel's decision will be final.

c. Dispensation

- i. Any Bowling A member playing or representing the Club, in an event conducted by Bowls Australia, Bowls Queensland or Gold Coast Tweed District will be given dispensation for all Club Championships. All affected players MUST submit a dispensation form to the Games Director(s) prior to the applicable event.
- ii. Board and Committee members will be given dispensation for Club Championships when on official Board or Committee business.

21. Social Play

a) Controlling Body

The Controlling Body is the Social Bowls Committee of the day.

b) Bowling Program Conditions

- i. Greens are closed on Christmas Day.
- ii. Indoor rinks may be used for social games when insufficient outdoor rinks are available

If play is terminated because of inclement weather:

- (a) If any team has completed seven ends it will be deemed that play has been completed and prize money will be distributed.
- (b) If no team has completed seven ends it will be deemed that play has not been completed and mat fees will be reimbursed. If afternoon tea is provided, then only the green fee portion will be reimbursed.

c) Cancellation of Play due to Inclement Weather

- i. The Games Director/s, President/s, or Bowls Manager, if present, otherwise the Social Bowls Committee, with advice from any qualified greenkeeper present, may cancel play.
- ii. Morning play shall not be cancelled before 8.00am. Unless prevailing conditions determine otherwise, afternoon play shall not be cancelled before 11am and the Social Bowls Committee shall be notified accordingly.
- iii. If rain, lightning, or inclement weather occurs while play is in progress, the Social Bowls Committee may ring the bell to signal a stop of play and any subsequent restart of play.

d) Time of Play

- i. Morning games commence at 9.00am and must be completed by 12.00pm.
- ii. Afternoon games commence at 1.00pm
- iii. Afternoon Indoor Green games commence at 1.00pm.
- iv. The finishing time for afternoon games is on completion of the end in progress when the finishing bell rings.
- v. The finishing bell shall be rung by the Social Bowls Committee
- vi. The Controlling Body has the authority to alter start and finish times.

e) Prize Money

A bowler forfeits any prize money if they are unavailable to collect it on the day unless they are absent due to being on official Club or Committee business.

f) Payment

Payment of entry fees must be paid at least 15 minutes prior to the start of play.

22. Roll-Ups (Outdoor Greens)

- a. Morning roll-ups are permitted on designated greens from 9.00am daily except Monday which is 10am.
- b. During social bowls and championships, if a vacant green or rink is available, roll-ups must be approved by the President, Bowls Manager, Games Director or Social Bowls Committee.
- c. After social bowls and championships have finished and the green is clear of players, roll-ups are permitted. Members must play in the same direction of play as social bowls that day.
- d. No Member may roll-up on Christmas Day or during a Club or Committee General Meeting.

23. Indoor Green

- a. Roll-ups are permitted for members and visitors during scheduled daily session times, which must be booked and paid for prior to commencing the roll-up.
- b. Smart Casual Attire and flat- soled shoes must be worn on the Indoor Green always.
- c. Driving is not permitted on the Indoor Green (Exemptions may apply)

24. Care of the Greens

To protect the greens, bowls and jacks shall not be dumped, dropped, or thrown on the greens. Such matters will be referred to the Committee or Bowls Department.

25. Infringements

a. Minor Offences

- i. The Committee shall, in the case of minor offences, have the authority to reprimand or suspend any bowling member from playing bowls at the Club, who is, in the opinion of the Committee, guilty of conduct warranting such action.
- ii. Any alleged infringement of the THBC Bowls Code of Conduct (**Appendix 1**) or these Bylaws may be investigated by the Committee. The member may be required to explain his/her alleged conduct to the Committee.

b. Penalties

- i. In the event of a member or visitor having paid their mat fee, and then refusing to play, the matter will be referred to the Committee.
- ii. A defaulter is a member who has entered to play and has either not arrived by the starting time or has declined to continue to play. A defaulter may be subject to a penalty, the matter to be referred to the Committee.
- iii. Should a member fail to cancel or turn up for Social play, they shall receive a warning for their non-attendance. Should this occur again, it may be referred to the Committee.
- iv. If a bowling member has been suspended by the Committee (bowls suspension), the Board or Management, they are not permitted to represent the Club at District and above level competition until the suspension has been completed.

26. Selectors

The selectors, shall under the delegated authority of the Committee, select all players and teams to represent the Club in all participating events.

A minimum of three (3) male and three (3) female selectors will be appointed

by the Committee for the year. A Chairperson will be appointed by these appointed selectors. The appointed Chairperson will liaise with the Convener of Selectors (Bowls Manager) and the Committee.

27. Executive Positions - Holding Office

Any Bowling A member holding a Committee position cannot hold another bowls-related position outside the Club, unless approved by the Board.

28. Clearances

Bowlers transferring to the Club must provide all the required paperwork including completed clearance forms before they are able to participate in Club Championships and/or Inter-Club Competitions at the Club. Any player who has had their District, State and Territory Association or National affiliations suspended, are ineligible to play bowls on the Club's Greens in formal competitions requiring affiliation. (excludes barefoot bowls and private functions)

29. THBC Bowls Bylaws Review

The Bylaws are to be reviewed at least annually by the Committee, Bowls Liaison Director and Bowls Manager. Any recommendations must be submitted to the CEO, for consideration by the Board.

30. Precedence

The Committee shall always, be subject to and under the control of the Club. In the event of there being a difference between the Constitution and these Bylaws or the Registered Clubs Act, Corporations Act or any regulation thereunder or any other Act or regulation in substitution for or complementary to that Act, then the provisions of the Constitution, Act or Regulation shall take precedence.

31. Smoking Policy

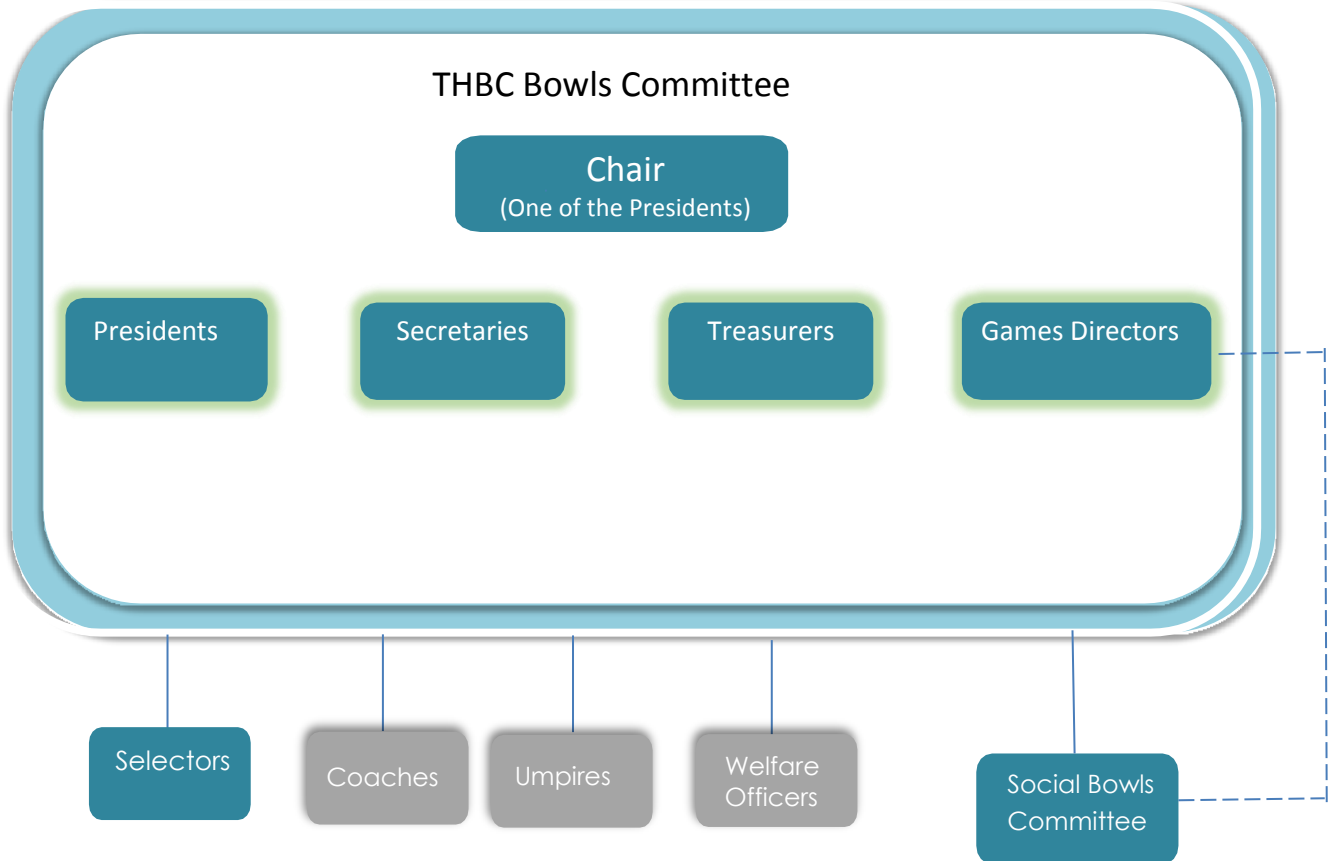
Smoking shall not be permitted on the Clubs greens or surrounds including banks and designated spectator areas including seating. Smoking is only permitted in designated smoking areas. Failure to comply, may result in disciplinary action from the Committee and/or the Board.



*To be the friendliest bowls club of choice,
where everyone can feel welcome, safe and
enjoy themselves.*

32. THBC Bowls Committee Structure

The diagram below details the structure of the Committee



Appendix 1

TWEED HEADS BOWLS CLUB CODE OF CONDUCT

1. Any member of the Tweed Heads Bowls Club who representing the club in any competition or tournament at Local, District, participating in a Premier League, Premier 7's, State Pennants, District, State, National or International level, must comply with the provisions of the Conditions of Play and By-Laws of the Controlling Body, and the laws of the Sport of Bowls and must conduct themselves in a spirit of fair play and good sportsmanship.
2. Any member who represents or participates in or attends a Bowls event as a spectator must not engage in conduct which is violent, aggressive, inappropriate, or prejudicial to the interests of the Club. Please note: Inappropriate behaviour can include unbecoming conduct inside or outside THBC Ltd or through all forms of social media.
3. Any member who has indicated their availability to represent the Club in any Competition or Tournament must play in the position(s) and team(s) as selected from week to week by the Club's selectors.
4. Any member who so indicates their availability but who indicates their unavailability for any round(s) of that event must provide the reason(s) therefore to the Chairman of selectors.
5. Any member who is selected to represent the Club in any competition or tournament but who withdraws from their selected team must provide the reason(s) therefore to the Chairman of selectors.
6. Should the Club's selectors determine that the reason(s) provided by any member for their unavailability for or their withdrawal from any representative fixture is or are unacceptable that member will be ineligible for selection in any team representing the Club for the following two (2) events or rounds of representative competition either in that season or the following season.
7. Any member who is dissatisfied with a decision of the Club's selectors in relation to ineligibility may appeal in writing to the THBC Bowls Committee

Notes

