

# **HAWTHORN BOWLING CLUB INC**

## **BYLAWS (As updated and approved by Board Oct 9, 2023)**

### **INTRODUCTION**

Bylaws sit under the Club's Constitution, generally expanding on the meaning and day-to-day application of the Constitution for the better management of the Club. They are therefore more operational and internal to the Club.

Each and every Bylaw must be consistent with the Constitution and, if there is a perceived inconsistency, the Constitution will have paramountcy. To help ensure consistency the Club's Bylaws must be lodged with the SA Gov Office of Consumer and Business Services (CBS) and the CBS must be notified of any changes.

The Board of Management makes, amends and is responsible for the implementation and maintenance of the Club's Bylaws. The Board must notify all members of any change/s and any members may lodge a comment or grievance with the Board at any time.

In terms of the Club's governance hierarchy, Club Policies, Procedures and Guidelines sit under the Bylaws and must at all times be consistent with the Constitution and Bylaws.

### **A. MEMBERSHIP**

*(Ref. constitution clause 5.6 Other categories)*

Other categories of membership and fees shall be:

#### **A.1. ASSOCIATE MEMBERS**

Associate members are likely to be those who are unable to commit to weekly pennant competition but would like the chance to play pennants if and when available, whenever there is a vacancy. They are registered with Bowls SA as full playing members and may be selected to play after all appropriate and available Full, Life and Junior/Student members have been selected, up to a maximum of 12 games (a club restriction) in any one season.

They are:

A.1.1. entitled to all the privileges and responsibilities as assigned to Full members, except for voting at general meetings;

A.1.2. required to pay an annual Associate member Club subscription and other relevant fee(s);

#### **A.2. HONORARY MEMBERS**

Honorary members are those who are local, state or federal officials or prominent identities who support and promote the Club. They may use the facilities of the Club from time to time within normal program times, including participation in recreation or casual activities and events on the payment of any applicable fee(s).

They are:

A.2.1. appointed by the Board from time to time for specific periods;

A.2.2. not required to pay a Club subscription;

A.2.3. invited to attend Club events, programs and general meetings;

A.2.4. not entitled to vote at general meetings.

## **B. FEES**

*(Ref. constitution clause 7.2 Fees)*

### **B.1. PAYMENT EXTENSION**

The Treasurer may enter into an individual arrangement with any member who may be experiencing financial difficulties, to extend the time for payment of that member's annual subscription.

### **B.2. PROOF OF AGE**

Any junior member requesting to pay the junior member's fee must supply proof of age if requested by the Treasurer.

### **B.3. NON-FINANCIAL MEMBERS**

Subscriptions are due and payable on July 1<sup>st</sup> each year. Non-financial members on or after July 1<sup>st</sup> each year will NOT be eligible for pennant or pennant trial selection and will NOT be entitled to attend or vote at general meetings.

### **B.4. HARDSHIP**

The President may grant a reduced fee for any membership in the case of genuine hardship as assessed by the President.

### **B.5. PART-SEASON FEES**

Where a person is admitted as a new member part way through the pennant season, the Board will determine a commensurate part-season fee.

### **B.6. FEE DETERMINATION**

All fees for all membership categories shall be determined at the Annual General Meeting, on the recommendation of the Board.

## **C. CONDUCT**

*(Ref. constitution clause 7.5 Conduct)*

### **C.1. PLAYERS' CODE OF CONDUCT**

The Board shall develop, update and at least annually circulate to all members a 'HBC Players' Code of Conduct'.

## **D. ANNUAL REPORT**

*(Ref. constitution, clauses 9.1.2 and 9.1.3)*

The Board's Annual Report and the audited financial statements and reports will be circulated to members at least four (4) days prior to the annual general meeting and will be posted on the Club's website within fourteen (14) days after the annual general meeting.

## **E. POWERS OF BOARD**

*(Ref. constitution clause 10.1 Powers)*

### **E.1. CALENDAR OF RESPONSIBILITIES**

The Board will develop and keep updated a 'Calendar of Responsibilities' (COR) which shall clearly program all scheduled Board and Management responsibilities throughout the year, including but not limited to strategic and business planning; annual team registrations; a review of selection and other key guidelines, procedures and policies; players' code of conduct; facility and equipment servicing; and risk/insurance assessment. The COR shall be a standing agenda item at each meeting of the Board.

## E.2. URGENT EXECUTIVE DECISIONS

The President or Acting President may make urgent decisions on behalf of the Board provided that (a) at least one (1) other relevant Board member is consulted and agrees with the decision; (b) the decision involves no more than \$2500 + GST; and (c) the decision is reported to the Board at its next meeting.

## F. COMPOSITION OF BOARD

*(Ref. constitution clause 10.2.1 Composition)*

### F.1. STANDING COMMITTEE CHAIRS

The four (4) Board members referred to in clause 10.2.1 of the constitution shall be the Chairs of the four (4) Standing Committees described in Bylaw G.1. and their respective registrations of interest and nominations shall be called for as Chair of Competition; Chair of Recreation; Chair of Facilities; and Chair of Marketing.

## G. COMMITTEES

*(Ref. constitution clause 12.1 Committees)*

### G.1. STANDING COMMITTEES

In June/July each year the Board shall appoint four (4) Standing Committees, one (1) each to conduct the Club's four (4) key management areas to be known as COMPETITION (Interclub); RECREATION (Intracub); FACILITIES (Operation & Presentation); and MARKETING (Development).

### G.2. TASK FORCES

From time to time the Board may appoint and brief Task Forces to conduct critical and/or governance level responsibilities, such as but not limited to Bar & Catering; Infrastructure; Governance & Compliance; Grants; Member Protection; Archives and Life Membership. Task Forces shall report directly to the Board until such time as they are disbanded by the Board.

### G.3. DELEGATION

The Board, while at all times retaining its power of veto, will appropriately delegate the bulk of its management responsibilities to the Standing Committees and Task Forces mentioned in G.1. and G.2. above, with sufficient authority, resources and accountability to carry out their day-to-day work in the most efficient and effective manner possible.

### G.4. TERMS OF REFERENCE & JOB DESCRIPTIONS

The Board will ensure that there are up-to-date written Terms of Reference for each Standing Committee, including job descriptions for the portfolios under their jurisdiction.

## H. ADMINISTRATION

*(Ref. constitution clause 13 Administration)*

### H.1. VICE PRESIDENTS

The Vice Presidents shall have duties as requested by the President from time to time, including but not limited to:

- H.1.1. chair, monitor and/or assist Task Forces as appointed by the Board;
- H. 1.2. represent the Club, President and/or Board at significant functions;
- H.1.3 assist Task Forces, Standing Committees and Portfolios as and where seen necessary by the President;
- H.1.4. assist with any research, feasibility work and/or supervision as requested by the President;

H.1.5 regularly and promptly report all activity to the Board via the President.

I. FINANCE

*(Ref. constitution clause 14 Finance)*

I.1. USE OF LICENSED PREMISES

Any person using the Club must at all times comply with the conditions imposed under the Liquor Licensing Act. Approval may be given by the Board for the use of the Club's facilities under the following conditions:

I.1.1. For the hire of the facility the fees will be set according to the schedule of fees approved by the Board;

I.1.2. A deposit and bond will be required at the time of booking which will be part or fully retained by the Club if the event is cancelled or the clubhouse is left in an untidy state. This will be at the discretion of the Hire Manager.

I.2. CATERING/HOUSE PURCHASES

The purchase of catering supplies for any event must only be made by a member or members approved by the Board as the caterer for the event. The purchase of house supplies such as cleaning materials, toiletries, raffle prizes, tea, coffee and milk, must only be made by a member or members approved by the Board.

I.3. CASH RECEIPTS

All moneys received by the Club must be receipted by the Treasurer, or someone authorised by the Treasurer or through the point of sale system, prior to those funds being banked. Prior to being banked, all monies received by the Club, whether receipted or not, must be placed in the Club safe by a person with Board authorised access to the safe.

I.4. MEMBERS' EXPENSE REIMBURSEMENT

Club members who incur any out-of-pocket expenses in undertaking work for the Club, eg. stationery or hardware items, are entitled to be reimbursed for those expenses. Receipts are required.

I.5. ACCREDITATION OF OFFICIALS

The Board will invite and nominate members to obtain accreditation in areas where the Club needs officials such as measurers and umpires and will reimburse these members with any associated costs.

I.6. DELEGATIONS OF AUTHORITY UP TO \$2,000 pa

Any member of the Board who so chooses shall receive the delegated authority of the Board to effect disbursements totalling up to two thousand dollars (\$2,000) in any one financial year. No single disbursement shall be more than two hundred and fifty dollars (\$250) and each disbursement will be supported with a receipt and note-of-purpose to be forwarded to the Treasurer within three (3) working days of effecting the disbursement. Each member of the Board so delegated will include a progress report of such disbursements in their monthly reports to the Board.