

WARNBRO BOWLING CLUB (INC)

BY- LAWS

Revision

Amendment	Pages	Effective Date
1	Complete Rewrite	2007
2	Complete Rewrite	2014
3	By-Law 13 Added	3-Aug-2017
4	By-Law 5 Amend	14-Aug-2017
5	By-Law 2.5 Amend	11-Dec-2017
6	By-Law 3.5 Amend	11-Dec-2017
7	By-Law 14 Added	11-Dec-2017
8	By-Law 6.2 Amend	11-Dec-2017
9	By-Law 15 Added	11-Dec-2017
10	By-Law 5 Amend By-Law 6 Amend	09-Sep-2019
11	By-Law 4 Amend	21-Jun-21
12	By-Law 16 Addition By-Law 17 Addition	13-Sep-21
13	By-Laws 2, 3, 4, 6 and 13 Amend to reflect new membership renewal dates, AGM dates and Committee selection requirements	11-Jun-23
14	Added By-Law 18 for refund of Executive Committee membership fees	15-Sep-24
15	Replace By-Law 2 (Men's Bowls Committee) with new Bowls Committee By- Law, and remove By-Law 3 (Ladies Bowls Committee)	Apr 2026

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WARNBRO BOWLING CLUB

BY LAW 1 RESPONSIBILITIES

Chairpersons are responsible for forming their respective Standing Committees.

Chairpersons appointed due to a vacancy will work with existing Standing Committees; but may with due regard to the Constitution and where one or more vacancies exists, recruit and recommend the appointment of additional committee members.

1. CHAIRPERSON OF THE HOUSE COMMITTEE

The following is the means by which the House Chairperson will carry out their responsibilities to the Club.

- 1.1 The Chairperson will be responsible for repairs and maintenance to the Clubhouse and associated buildings within the Club environs, including all equipment with the exception of bar equipment.
- 1.2 Receive reports of damage, deterioration or malfunction of equipment and arrange repair or replacement in the most expedient and economical manner by Club members or an outside specialist.
- 1.3 Co-ordinate maintenance requirements for the buildings and environs.
- 1.4 Arrange routine tests and activities at specified intervals, eg. test Exit and Emergency lights, ensuring that log books are endorsed as required by local authorities; operate leach drain diversion six monthly.
- 1.5 Report operating activity and projected maintenance requirements to the Management Committee.
- 1.6 Seek Finance Committee approval for any extraordinary expenditure.

2. CHAIRPERSON OF THE GREENS & GROUNDS COMMITTEE

The Chairperson will be responsible for availability and maintenance of the Greens and Grounds, and shall:

- 2.1 Co-ordinate volunteers to maintain greens, gardens and the grounds.
- 2.2 Maintain the supply of softened water for use on the greens.
- 2.3 Allocate use of greens and rinks for play to ensure even wear on the greens.
- 2.4 Ensure that equipment is maintained and repaired in the most expedient and economical manner.
- 2.5 Report activity, projected maintenance and equipment replacement requirements to the Management Committee.
- 2.6 Seek Finance Committee approval for any extraordinary expenditure.
- 2.7 Arrange for a substitute to carry out the above responsibilities during periods of absence.

3. CHAIRPERSON OF THE ENTERTAINMENT COMMITTEE

The Chairperson will be responsible for forming sub-committees to organise Functions for Member's Entertainment & Special Bowling Events.

MEMBERS ENTERTAINMENT.

- 3.1 Prepare and arrange a schedule of functions, other than bowls for the entertainment of the members. Functions may be at the Club or at other venues.
- 3.2 Co-ordinate with the Club Manager and volunteers for events held in the Club.
- 3.3 Arrange and organise entertainment.
- 3.4 For functions held outside club, coordinate venue and transport.

PRIVATE FUNCTIONS

- 3.5 Bookings for private functions are arranged through the Club Manager.

SPECIAL BOWLING EVENTS

- 3.6 Liaise and co-ordinate with Match Committees and Club Manager and organise any volunteers required to assist in the running of Special Bowling Event.
- 3.7 Carry out other special functions as may be required by the Management Committee.
- 3.8 Report operating activity and problems to the Management Committee.

Special Bowling Events are defined as events other than Pennants, such as Championships, Gala Days, Men's and Women's Carnivals and social bowls events.

Note: "Community" or "Barefoot" Bowls committee will be overseen by the Bowls Coordinator.

4. CHAIRPERSON OF THE BINGO COMMITTEE

The Chairperson need not be the Bingo Permit Holder.

The Chairperson will be responsible for operation and continuity of the weekly Bingo sessions operated by the Club:

- 4.1 Co-ordinate with the Permit Holder or arrange for the periodic renewal of the various permits required from the Department of Racing, Gaming and Liquor (DRGL) for these fund raising activities.
- 4.2 Co-ordinate volunteers to set up the hall for each session and restore it after the day's play.
- 4.3 Supervise patrons and volunteers during the session.
- 4.4 Calculate the daily prize money in accordance with DRGL conditions. Count and hand over takings to the Treasurer.
- 4.5 Make out the necessary weekly and monthly financial statements and

returns in accordance with DRGL regulations.

- 4.6 Keep records of all ticket sales and takings for audit by DRGL.
- 4.7 Report operating activity, and trends to the Management Committee.
- 4.8 Arrange for suitably trained substitute to carry out the above responsibilities during periods of absence.

5. CHAIRPERSON OF THE BAR COMMITTEE (IF REQUIRED)

Note: The day to day responsibility for operation of the Bar rests with the Club Manager who is employed by the Club. The necessary qualifications, duties and responsibilities of the Club Manager are as detailed on behalf of the Club by the Executive Committee and are held by the Secretary for inclusion with the contract of employment and therefore do not form part of these By Laws.

Duties, Responsibilities and Qualifications

- 5.1 It is desirable but not essential that the incumbent is qualified under the West Australian Liquor Control Act as either an Unrestricted or a Restricted Bar Manager;
- 5.2 Recruit volunteer bar staff as required and liaise with the Bar Manager as to training and Liquor Control Act qualification;
- 5.3 Assist the Bar Manager as requested for input into placement on the roster of volunteer bar staff;
- 5.4 **In the prolonged absence of or resignation of the Bar Manager:**
 - (a) Ensure that the bar is staffed by appropriately trained and qualified temporarily employed or volunteer bar staff (at least one of which on each shift must be qualified to fulfil the role of Duty Bar Manager) until the return of or employment of a new Bar Manager;
 - (b) Prepare a staff roster of at least two weeks duration;
 - (c) Liaise with Club Key Holders to ensure that there is a roster of Key Holders to unlock, lock up and secure the premises for bar staff if required;
 - (d) Ensure that the temporarily employed staff or volunteers maintain the daily operations of the bar as regards to placement of orders, receipt and racking of stock, cellar and cool room maintenance, cleanliness, cash balancing and cash and stock security;
 - (e) Ensure that temporarily employed bar staff completed time sheets are checked and forwarded to the Treasurer for timely processing of wages and that any new temporarily employed bar staff have provided the required Legislative Taxation and Superannuation information;
 - (f) Assist the Treasurer in any Stock Take required during this period;
 - (g) In company with the Bar Manager attend meetings of the Club Management Committee to report on the status of the volunteer Bar Committee and if the Bar Manager is unable to attend the meeting present the monthly bar report on their behalf.

6. CONVENOR (IF REQUIRED)

NOTE: A convenor is not required whilst the Kitchen operations are under a lease arrangement through the Executive Committee, or if operated under the Club management, however some of the functions may be undertaken by others.

The Convener is responsible for operation, function, cleanliness and the hygienic handling of food within the Club kitchen in accordance with current health regulations.

- 6.1 Purchase everyday consumables for use within the kitchen and ablution blocks.
- 6.2 Liaise and co-ordinate with Chairperson of Entertainment and Match Committees as required.
- 6.3 Liaise with Friday night cooks for any special requirements.
- 6.4 Arrange volunteers and a roster to provide after game refreshments for midweek and Saturday pennant fixtures.
- 6.5 Maintain an inventory of crockery, cutlery and cooking equipment and replace broken or damaged items when required. Conduct a stock take of kitchen stock prior to the Annual Audit.
- 6.6 Ensure that volunteers are aware of correct and safe operation of equipment including stoves, dishwasher and roller shutter.
- 6.7 Report breakdowns and kitchen maintenance requirements to the House Chairperson.
- 6.8 Report activity, problems and projected expenditure to the Management Committee.

7. MEMBERSHIP OFFICER (IF REQUIRED)

The Membership Officer is responsible for management of the Membership functions of the Club and:

- 7.1 Draft correspondence and dispatch to members upon successful acceptance of their membership application;
- 7.2 Maintain a membership register for the Club, providing copies to Club members and throughout the Club as required;
- 7.3 Ensure the data in the Bowls WA online facility is kept up to date for bowling members.

8. SPONSORSHIP OFFICER (IF REQUIRED)

The Sponsorship Officer is responsible for management of the sponsors of the Club and:

- 8.1 Maintain a register of sponsors of the Club,
- 8.2 Ensure letters are passed to Sponsors each year ascertaining their willingness to continue as a Club sponsor

WARNBRO BOWLING CLUB

BY LAW 2 BOWLS COMMITTEE

Bowls Committee

The following By Law is the means by which the Bowls Committee is to be formed and run at the Club in accordance with Clause 16(a)(ii) of the Constitution.

The Bowls Committee will consist of:

- Club Captain Bowls
- Club Deputy Captain Bowls
- Bowls Secretary
- Bowls Co-ordinator (oversees match, selection and Social (non-Pennant) Bowls events, appointed by executive)
- Match Chair
- Selection Chair
- Umpires Representative (if required)
- Coaching Representative (if required)

Note: Members of the Bowls Committee may serve on Standing Committees.

1. BOWLS COMMITTEE

- 1.1 The Bowls Committee shall comprise of the Bowls Captain, Bowls Deputy Captain, Bowls Secretary, Bowls Coordinator, Chairperson Match Committee, Chairperson of Selection Committee. With the exclusion of the Bowls Coordinator, members shall be elected by financial Full and Life members of the Club, under the procedure as detailed in Bylaw 4.
- 1.2 The Bowls Co-ordinator shall be appointed by the Executive Committee and may hold any other position in the Club. The term of office for the Bowls Co-ordinator shall conform with election dates for appointment to the Association Committees.
- 1.3 The Bowls Committee shall be bound by the Rules and Constitution of the Warnbro Bowling Club (Inc) and the Bowling Committee Standing Orders.
- 1.4 The Bowls Committee shall be responsible for the ensuring that **all** bowls events have the appropriate resources and support allocated.
- 1.5 The Bowls Committee are to encourage suitable members to undertake umpire and coaching courses and is to maintain a record of accredited umpires and club coaches.
- 1.6 The Bowls Committee is to maintain a register of warned or suspended bowlers
- 1.7 The Bowls Committee is to maintain the roll of club champions
- 1.8 The Bowls Committee is to maintain the roll of veteran bowlers
- 1.9 The Bowls Committee is to maintain a record of Pennants Games played
- 1.10 The Bowls Committee is to determine the requirement for the Selection Committee or Committees to select sides for the Association Pennants competitions

- 1.11 The Bowls Committee are to encourage suitable members to undertake umpire and coaching courses and is to maintain a record of accredited umpires and club coaches.
- 1.12 The Bowls Committee shall act at all times to further the objects of the Club.

2. CAPTAIN

- 2.1 The Captain presides over Bowls Committee, General and Special meetings.
- 2.2 Has casting vote when required to maintain the status quo.
- 2.3 Be a member of the Executive Committee.
- 2.4 Ensure all office bearers within the committee perform their duties and responsibilities correctly and efficiently as per the Constitution, By Laws and Rules of the Warnbro Bowling Club.
- 2.5 Ensure all members maintain conduct and dress codes according to the Rules of the Warnbro Bowling Club (Inc) and Bowls WA.
- 2.6 Ensure all property and memorabilia be cared for and correctly secured.
- 2.7 Is an ex-officio member of all Bowls sub-committees.

3. DEPUTY CAPTAIN

- 3.1 The Deputy Captain attends all Bowls Committee meetings and in the absence of the captain, preside over such meeting.
- 3.2 Attend Executive meetings.
- 3.3 Chair any sub-committees which may be required for the management and good order of the Club.
- 3.4 Support/assist the Captain when required.
- 3.5 Responsible for discipline and welfare of members within the club by:
 - (a) Assisting the Bowls Committee to maintain discipline,
 - (b) When required, in conjunction with Bowls Committee members, sit in council to adjudicate on disputes, conflict or disciplinary matters,
 - (c) Where appropriate, address the issue of correct dress and conduct of members and guests in the clubroom and on the greens,
 - (d) Ensure bona fide complaints are brought to the appropriate authority,
 - (e) Represent and assist members bringing legitimate complaints to a satisfactory conclusion,
 - (f) Welcome guests in the absence of the Captain
- 3.6 Any other duties as deemed appropriate by the Captain.

4. BOWLS SECRETARY

- 4.1 Attend all committee meetings of Section.
- 4.2 Keep and maintain an accurate Minutes of all business transacted at Bowls Committee meetings.
- 4.3 Keep copies of Rules and By Laws,
- 4.4 Maintain record of correspondence for tabling and action by the Bowls Committee, at committee meetings.
- 4.5 Prepare minutes for reading at Bowls Committee meetings and ensure Captain signs after being accepted as true and accurate by that Committee
- 4.6 At completion of meetings, designate date/time of next meeting and ensure all members are reminded prior convening.

- 4.7 Any duties as deemed appropriate for the Secretary as delegated by the Captain
- 4.8 Ensure all nominees read these By Laws and uphold and abide by them if elected.
- 4.9 Maintain records of Club Champions
- 4.10 Maintain a register of warned or suspended bowlers
- 4.11 Maintain a record of Pennants Games played

5. BOWLS COORDINATOR

- 5.1 Reports to the Bowls Committee
- 5.2 Bowls Coordinator along with the Match Committee shall set out all Bowling fixtures for the year. These fixtures shall be presented to the Bowls and Executive Committees for final approval.
- 5.3 The Bowls Coordinator shall monitor all Bowling events, including events run by external bodies, and ensure that any conflicting scheduled events are deconflicted well ahead of time.
 - All social bowling events must liaise with BC
- 5.4 Attend ECM as required
- 5.5 Coordinate volunteers to assist with the running of Booked Private Social Bowls Events. These volunteers are to be placed on roster.
- 5.6 Ensure time sheets are submitted for each volunteer to enable remuneration to be paid

6. MATCH COMMITTEE

- 6.1 The Match Committee consisting of a maximum of five (5) members and shall be elected by a secret ballot of Financial Full and Life members. The Match Committee shall select their Chairperson
- 6.2 The Match Committee shall be responsible for the organisation and control of Club Championship events.
- 6.3 The Match Committee together with the appointed Bowls Coordinator shall set out the Club Bowling fixtures for the year.
- 6.5 These fixtures shall be presented to the Bowls Committee for scrutiny before being forwarded to the Executive Committee for final approval.
- 6.6 The Match Committee shall be responsible to the Bowls Committee and report through the Chairperson who is a member of the Bowls Committee.
- 6.7 The Match Committee shall act at all times to further the objects of the Club.

7. SELECTION COMMITTEE(S)

- 7.1 The Selection Committee/s consisting of a maximum of five (5) members, of which a maximum of 3 members may be of one gender.
- 7.2 The members of the Selection Committee shall be elected by a secret ballot of Financial Full and Life members. The Selection Committee shall elect their Chairperson.
- 7.4 The Selection Committee shall select teams for the Association Pennant competitions and maybe requested to assist on some other bowling events by the Bowls Committee.
- 7.5 The Selection Committee shall be responsible to the Bowls Committee and report through the Chairperson who is a member of the Bowls Committee.

- 7.6 The Selection Committee shall act at all times to further the objects of the Club.
- 7.7 Members wishing to be considered for election to the Selection Committee should complete the Bowls Australia Selection Module.

WARNBRO BOWLING CLUB

BY LAW 3 - VACANT

WARNBRO BOWLING CLUB

BY LAW 4 BALLOT PROCEDURES

Amended AGM 13-Jun-21

The following By Law is to be used as the guide for all Ballots conducted in the Club by the Executive, Ladies and Men's Bowls Committees.

1. BALLOT PROCEDURE.

- 1.1 The Executive, Men's and Ladies Bowls Committees shall each appoint a Returning Officer who shall be a Full or Life Member of the Club and shall not be a candidate for election or a serving member of any Committee, and such Returning Officer will be responsible for conducting the nominated ballot.
- 1.2 Not less than 42 days prior to the Annual General Meeting of members, the Executive Committee shall call for nominations for positions on all Committees.
- 1.3 Members may nominate for more than one office.
- 1.1 Nominations including members seeking re-election, shall be on a form approved by the Committee, signed by the nominee, eligible proposer and seconder, and lodged with the Secretary not less than twenty-eight (28) days prior to the date set for the Annual General meeting.
- 1.4 The Secretary shall initial and date the nomination and advertise such on the Club notice board for not less than seven (7) clear days after closure of nominations.
- 1.2 For the purpose of nominations, members' financial status shall be determined at the closing date for nomination, and again, for voting, forty-eight (48) hours prior to the close of ballot.

2. ORDER OF ELECTION AT THE ANNUAL GENERAL MEETING

- 2.1 Any member, who is not opposed for a senior position, shall be excluded from the ballot for any subsequent position. The order of seniority of positions shall be:

- (a) PRESIDENT
- (b) DEPUTY PRESIDENT
- (c) SECRETARY
- (d) TREASURER
- (e) STANDING COMMITTEE CHAIRPERSONS
 - i. House
 - ii. Entertainment
 - iii. Greens & Grounds
 - iv. Bingo
 - v. Bar (if required)
 - vi. Convener (if required)
- (f) Captain Men's Bowls
- (g) Deputy Captain Men's Bowls
- (h) Men's Bowls Secretary

- (i) Men's Match Committee (max 5)
- (j) Men's Selection Committee (max 5)
- (k) Captain Ladies Bowls
- (l) Deputy Captain Ladies Bowls
- (m) Ladies Bowls Secretary
- (n) Ladies Match Committee (max 5)
- (o) Ladies Selection Committee (max 5)

Note: STANDING COMMITTEE MEMBERS. Members of the Men and Ladies Bowling Committees shall be entitled to serve on any Standing Committee and members may serve on more than a single Standing Committee. Men's and Ladies Committees will be managed in accordance with the relevant By-Laws.

Match & Selection Committees will elect their own Chairperson out of the accepted nominations.

3. GENERAL ELECTION

- 3.1 If the number of nominations does not exceed the number required to be elected by the members for any position, the candidates nominated shall be declared elected at the Annual General Meeting.
- 3.2 If less than the required number of nominations is received for any such office, the Chairperson at the Annual General Meeting shall call for nominations, and if necessary a secret ballot shall be held.
- 3.3 Any person so elected shall hold office for one year.

4. VOTING PROCEDURE.

- 4.1 If the number of candidates nominated exceeds the number required to be elected to either the Executive, Management, Men's or Ladies Bowls Committee positions, a Voting Day will be called to conduct a ballot. The Voting Day shall be conducted in the following manner:
 - 4.1.1 The Voting Day, shall be called for on the 1st Saturday in September between the hours of 11AM and 5PM. All Voting Day actions will occur in the Clubrooms.
 - 4.1.2 The Secretary shall supply a current register of members eligible to vote in any election on the Voting Day. Members must be Life or financial Full members to vote in any ballot, with that financial status determined at 5PM the day before the Voting Day.
 - 4.1.3 Ballot papers shall show separately the surnames and given names of the candidates nominated for each position in respect of which an election is necessary.
 - 4.1.4 The order in which names of the candidates nominated for each office appear on the ballot papers shall be in accordance with a draw conducted by the Returning Officer in the presence of those candidates wishing and able to be present at the draw.
 - 4.1.5 The Returning Officer shall place their identifying mark on each ballot paper prior to distribution to Members.
 - 4.1.6 Upon attendance at the Voting Day each Life or financial Full

member shall be provided with Ballot papers relevant to their membership. That is all eligible members will receive any Executive or Management Committee ballot papers and Men's or Ladies ballot papers as required.

- 4.1.7 For those members unable to attend the Voting Day a written request is to be passed to the Secretary no later than 7 clear days before the Voting Day. Absentee Ballot papers will be mailed to those members with legitimate reasons for not attending. Voting papers shall be mailed to the last known address of those members, with them to be returned no later than 3 days after the close of Voting Day.
- 4.1.8 The Club shall provide ballot boxes for each required election, which shall be locked by the Returning Officer and placed in the Club to receive the ballots on Voting Day.
- 4.1.9 All ballots shall be decided on a 'first past the post' voting system.
- 4.1.10 All votes shall be recorded by marking on the paper an X opposite the name of each candidate of their choice up to the number of candidates to be elected.
- 4.1.11 All votes shall be counted, as primary votes of equal rank.
- 4.1.12 The candidate receiving the highest number of votes shall be the first successful candidate. The candidate receiving the second highest number of votes shall be the next successful candidate and so on, according to the number of candidates to be elected.
- 4.1.13 If two or more candidates receive the same number of votes the Returning Officer will make "a draw from the hat" with an independent Full and financial member observing the draw.
- 4.1.14 If a candidate is successful in more than one ballot, that candidate shall be deemed the successful candidate for the higher or highest of such positions.
- 4.1.15 In the counting of votes for any lower position a successful candidate for a higher position shall be the first to be eliminated from the ballot for the lower position. In this circumstance the candidate receiving the next highest number of votes shall be elected in place of that excluded candidate. This process shall be repeated until the vacancies are filled.

- 4.2 The Returning Officer/Secretary shall announce the results at the Annual General Meeting and the Secretary will post the results of the ballot on the board in the minutes after the meeting, as well as on the Club website.

4.3 INFORMAL VOTES

- 4.3.1 A ballot paper which:
 - (a) shows more or less candidates marked as voted for than number requested;

- (b) is defaced or mutilated as to prevent the intentions of the voter being ascertained;
 - (c) for those absentee votes, does not clearly reveal the identity of the voter on the outer envelope of a postal vote as instructed on the ballot instructions,
 - (d) carries any mark of means of identification of the voter on the ballot paper;
 - (e) for those absentee votes, has more than one ballot paper in a single ballot paper envelope, or
 - (f) does not bear Returning Officers identification mark.
- shall be deemed informal.

5. SCRUTINEERS.

- 5.1 A Candidate may nominate in writing to the Returning Officer a scrutineer to represent them at the counting of the ballot papers. The scrutineer shall be a financial Full or Life member of the Club and shall not be a candidate for election.
- 5.2 A scrutineer may be present throughout the ballot and may query the inclusion or exclusion of any vote in the count but the Returning Officer shall have first determination of any votes so queried.
- 5.3 A scrutineer shall not place or remove any mark on a ballot paper.
- 5.4 A scrutineer shall not interfere with or attempt to influence any member at the time such member is casting their vote.

6. CASUAL VACANCIES.

- 6.1 The Executive Committee shall fill any vacancy occurring of any Standing Committee by appointment of a person eligible to nominate for and hold that office as defined by Clause 8 of the Constitution. Similarly the respective Men's and Ladies Committees shall fill any vacancy occurring on their committees by appointment of any eligible person.
- 6.2 A person to be appointed shall hold office for the remainder of that Club year, at which time the position will become vacant.

6.3

WARNBRO BOWLING CLUB

BY LAW 5 MISCONDUCT

(Amended ECM 09/09/2019)

Should the Executive Committee refer allegations of disputes to either the Men's or Ladies Bowls Committee (hereinafter referred to in this By-Law as the Committee), then the relevant Committee shall for the duration of the hearing of such dispute be deemed to have the power to hear such dispute and set penalties for members found guilty of misconduct under this By Law.

1. MISCONDUCT

- 1.1 The Committee shall exercise full power to reprimand, suspend, or impose penalties on any member of the Club who shall, in the sole and absolute judgement of the Committee, have been guilty, either in or out of the Club premises, or any act, practice, conduct, matter or thing calculated to bring discredit on, or in any manner prejudice the reputation of the Club, or calculated in any manner to impair or affect the enjoyment of the Club premises by members thereof, or to cause any ill-feeling or friction between or among members.
- 1.2 The Complainant, with their written complaint, shall deposit with the Club Secretary a sum equivalent to 25 percent of the full membership subscription and if the Committee considers the complaint frivolous, they may order the amount forfeited to the funds of the Club.
- 1.3 All complaints shall be made in writing through the Club Secretary, stating the explicit nature of the offence of which the member is accused, and the names of any members witness to the complaint.

2. PENALTIES

- 2.1 The Committee shall have due regard to the circumstances of the charge, when affixing any penalty under these Rules.
- 2.2 Penalties available are: -
 - 2.2.1 A period of suspension from Bowling for the Club for a period not exceeding one (1) month.
 - 2.2.2 A monetary penalty however that monetary penalty for any breach of the Rules or By Laws of the Club, shall not exceed the annual subscription for full members. In addition, an offending member shall pay the cost of repair or replacement for Club property damaged through their actions.
 - 2.2.3 All monetary penalties shall be paid within fourteen (14) days of notice being served on the member. If he should refuse or neglect to meet such payment he shall stand suspended from membership until the payment be made in full.
 - 2.2.4 The Committee may extend such period for payment without

further penalty at their own discretion.

WARNBRO BOWLING CLUB

BY LAW 6 MEMBERSHIP APPLICATIONS

The following By Law provides the fee structure and nomination form for membership of the Warnbro Bowling Club.

1. MEMBERSHIP FORM

- 1.1 Persons wishing to join Warnbro Bowling Club are to complete one of the Membership Applications at Annex A to this By Law. The membership form is to be completed as per Rule 9 of the Constitution.
- 1.2 Persons wishing to join Warnbro Bowling Club as a Dual Club Member, and intent on playing Pennants for Warnbro, are to complete the Multiple Club Pennant Application Form available from Bowls WA. The Application form, once signed by both Clubs, is to be submitted to Bowls WA by the applicant.

2. MEMBERSHIP FEE STRUCTURE

(Amended ECM 11/12/2017)

- 2.1 All fees and subscriptions recommended by the Executive Committee required by Clause 10 of the Constitution shall be in the form of 2.2 below and shall be posted on the Notice Board attached to the By-Laws following presentation to members each year.
- 2.2 Form

WARNBRO BOWLING CLUB MEMBERSHIP FEES FOR THE 20__/20__ YEAR

FULL MEMBERSHIP	\$_____
For renewal of existing membership and new members and includes Affiliation Fee (\$_____)	
For new members after 31 October December	\$_____
For new members after 31 January March	\$_____
DUAL MEMBERSHIP	\$_____
Member with Home Club other than WBC (Membership fee minus Capitation Fee).	
JUNIOR MEMBERSHIP	\$_____
Members less than 18 years old. (25% Membership Fee Plus 50% Capitation Fee)	
SOCIAL MEMBERSHIP	\$_____

Recommended by the Executive Committee on (date)

President.

Secretary.

WARNBRO BOWLING CLUB

BY LAW 7 VETERANS QUALIFICATIONS

The following By Law is the means by which the Bowls Committee has defined Veterans qualification within the Club.

1. QUALIFICATION TO PLAY IN VETERANS COMPETITION

- 1.1 The qualifications for entry to Warnbro Bowling Club Veteran Competitions are:
- (a) Have reached 70 years of age.
 - (b) Be a Full member of Warnbro Bowling Club (Inc).

WARNBRO BOWLING CLUB

BY LAW 8 NOVICE QUALIFICATIONS

The following By Law is the means by which the Bowls Committee has defined Novice qualification within the Club.

1. QUALIFICATION TO PLAY IN NOVICE COMPETITION

1.1 The qualifications for entry to Warnbro Bowling Club Novice Competitions are:

- (a) Be a first or second year player.
- (b) Be a Full member of Warnbro Bowling Club (Inc).
- (c) May not have won any previous Singles Bowling Championship, including the previous years Novice Championship.
- (d) All new members who have previously been a playing member of another club, whether it be State, Interstate or International, for two years are not eligible to participate in novice championships.

WARNBRO BOWLING CLUB

BY-LAW 9 DUTIES OF CLUB MANAGER

Rule 37 refers

1. POSITION DESCRIPTION

Title: Club Manager
Responsible to: Deputy President
Supervises: Bar Staff
 Catering Staff
 Contract Cleaners

2. OPERATION RESPONSIBILITIES

- a. ensure that the directions of the Club Executive are implemented in a timely and efficient manner;
- b. controls the operation of the club bar, checking of daily sales and the issue of stock;
- c. controls the operation of the kitchen and dining room, oversees the preparation of menus, ensures all monies for meals are collected.
- d. Supervise the layout of the dining room, oversee preparation of seating plans where applicable;
- e. supervises and organizes Club social functions and formal occasions, maintains a function file and controls booking facilities of the Club.
- f. Is to be conversant with Liquor Licensing Act, Occupational Health and Safety, Fire Department legislation requirements.
- g. other duties as required.

3. MAINTENANCE RESPONSIBILITIES

The club will require continual maintenance, so the Club Manager will be responsible for:

- a. the cleanliness and comfort of the club and surrounds;
- b. ensuring that all breakages of crockery, fittings and furniture are reported and replaced as necessary;
- c. conducting regular inspections of the Club and report to the Deputy President all requirements for maintenance;
- d. regular spot checks and control ensure losses of stores are kept to a minimum;
- e. ensuring adequate equipment and material is always available so that cleaning and maintenance of the Club and surrounds is carried out; and
- f. implementing such fire and safety precautions as applicable.

4. SUPERVISORY RESPONSIBILITIES

The Club Manager supervises all Club staff in the execution of their duties, paying particular attention to their standard of dress and personal hygiene, and in addition:

- a. conducts regular hygiene inspections of the Club;
- b. supervises the layout of the menu display board and bar display;

- c. supervises the layout of the dining room and function rooms as required; and
- d. supervise 'on the job training' of staff as required.

5. ADMINISTRATIVE/CLERICAL RESPONSIBILITIES

The Club Manager is responsible to the Club Executive for the following:

- a. administrative details of all club staff, including rosters and duties;
- b. ordering of supplies, food and goods from retailers;
- c. maintaining of inventories and books of account;
- d. ensuring that all monies are receipted and passed to the Treasurer;
- e. pricing of alcoholic beverages and meals; and
- f. other administrative duties as required by the President.

6. SPECIAL CRITERIA

The Manager must have a developed/professional attitude to achieving goals set by the Club Management Committee. The Club Manager must:

- a. be highly motivated;
- b. have proven conflict resolution skills;
- c. have sound communication skills, written and verbal;
- d. demonstrate sound time management and planning skills;
- e. leadership skills at management level; and
- f. have electronic bookkeeping skills.

BY-LAW 10 DUTIES OF BAR STAFF

Rule 37 refers

1. POSITION DESCRIPTION

Title: Food and Beverage Attendant (Casual)
Responsible to: Club Manager

2. OPERATION RESPONSIBILITIES

- a. supplying, dispensing or mixing of liquor including the sale of liquor to takeaway;
- b. undertaking general waiting duties of both food and/or beverage including cleaning and layout of tables;
- c. receipt of monies; and
- d. attending a snack bar.

3. MAINTENANCE RESPONSIBILITIES

- a. cares for linen, cutlery, glasses and crockery;
- b. safeguards food and utensils from contamination under all conditions;
- c. maintains equipment used for serving beverages; and
- d. cleans and maintains bar area, display cabinets and store area.

4. ADMINISTRATIVE/CLERICAL RESPONSIBILITIES

- a. checks and records daily sales and accounts for monies received;
- b. in conjunction with the Manager conduct a Bar and Trading Reconciliation daily;
- c. conducts periodic spot checks of accountable equipment against inventories.

5. PERSONAL TRAITS

The Food and Beverage Attendant must:

- a. be clean and smart appearance in dress;
- b. have a civil and courteous manner;
- c. be punctual and reliable as essential qualities;
- d. be accurate in accounting and stock control;
- e. be completely trustworthy;
- f. have a current Police Clearance (volunteers exempt); and
- g. have Responsible Service of Alcohol (RSA) certification

Volunteers working behind the bar are to conduct themselves in accordance with the directions of the Club or Bar Manager or Executive Committee. Volunteers are also required to have completed the Responsible Service of Alcohol (RSA) certification training.

BY-LAW 11 DUTIES OF CATERING STAFF

Rule 37 refers

1. POSITION DESCRIPTION

Title: Cook Grade 2
Responsible to: Club Manager
Supervises: Kitchen Attendant Grade 1

2. OPERATION RESPONSIBILITIES

- a. carries out cooking of meals and/or snacks;
- b. prepares and cooks casual meals; and

3. MAINTENANCE RESPONSIBILITIES

- a. safeguards food and utensils from contamination under all conditions;
- b. ensures deliveries of supplies are checked on receipt and control of stock;
- c. ensure all breakages of fittings and equipment are reported and replaced as necessary; and
- d. implement such fire and safety precautions as applicable.

4. ADMINISTRATIVE/CLERICAL RESPONSIBILITIES

- a. assists in the preparation of menus;
- b. prepares lists for supplies of food and beverages; and
- c. conducts periodic spot checks of accountable equipment against inventories.

5. SUPERVISORY RESPONSIBILITIES

- a. supervises Kitchen Attendants in their tasks;
- b. supervises 'on the job training' of staff as required.

6. PERSONAL TRAITS

The Cook Grade 2 must:

- a. be highly motivated with the appropriate level of training;
- b. have a proven performance in a club atmosphere;
- c. have sound communication skills; and
- d. be punctual and reliable as essential qualities.

BY-LAW 12 DUTIES OF KITCHEN STAFF

Rule 37 refers

1. POSITION DESCRIPTION

Title: Kitchen Attendant Grade 1

Responsible to: Cook Grade 2

2. OPERATION RESPONSIBILITIES

- a. cleans kitchen, food preparation area and scullery;
- b. cleans cooking and general utensils in kitchen and dining room;
- c. assists Cook Grade 2 in cooking tasks;
- d. assists in the assembly and preparation of ingredients for cooking; and
- e. performs general pantry duties.

3. PERSONAL TRAITS

The Kitchen Attendant must:

- a. be punctual and reliable as essential qualities;
- b. be capable of working in a small team environment;
- c. follow all internal policies and procedures; and
- d. work independently and effectively with minimum supervision.

BY LAW 13 – NOTICES OF MOTION

(Added ECM 03/08/2017)

1. NOTICES OF MOTION

- a. A Notice of Motion can be given for any General Meeting including an Annual General Meeting or a Special General Meeting.
- b. A Notice of Motion given for one of these meetings must be Moved and Seconded by a member eligible to attend the subject meeting.
- c. Any motion to amend a motion of which notice has been given for any of these meetings will only be valid and accepted if it is Moved and Seconded by the same persons who Moved and Seconded the original Notice of Motion.

BY LAW 14 – SOCIAL BOWLS COORDINATOR

(Added ECM 11/12/2017)

1. RESPONSIBILITIES

- a. It is the responsibility of the Executive Committee to call for nominations to take on the role of Social Bowls coordinator for the coming year.
- b. Nominations will be called at the Clubs AGM and if more than one candidate is nominated a secret ballot will be held in accordance with By Law 4.
- c. The elected Social Bowls Coordinator is to arrange their own pool of helpers and arrange a roster of members to assist with the running of organised Social Bowls Events.
- d. The duty of the Social Bowls Coordinator is to coordinate all non- Championship events for the club, including all Social events, Summer and Winter Bankers and other Social Bowling events that have been scheduled to be run for both the Ladies and Men's bowls sections.
- e. The Social Bowls coordinator is required to liaise with both the Ladies and Men's Match Committee's Chairpersons.
- f. All Social events are to be cleared by the Social Bowls Coordinator, who will be responsible to ensure events do not clash with Pennant events or Championship events. the Social Bowls Coordinator is to submit a list of events to be incorporated into the annual calendar of events.

BY LAW 15 – COMMON SEAL

(Added ECM 11/12/2017)

1. COMMON SEAL

- a. The Common Seal of the Warnbro Bowling Club (Inc) (Common Seal) is to be affixed to all contracts and other legal agreements between the Club and other parties.
- b. The Common Seal is only to be affixed as provided in the Constitution on the authority of a resolution of the Executive Committee.
- c. The form of the resolution of the Executive Committee to authorise the affixing of the Common Seal to a legal document will take the form:
- d.
- e. That the Common Seal of the Warnbro Bowling Club be affixed to the (legal document) dated (date) in accordance with Clause 34 of the Constitution.
- f.
- g. The Secretary shall maintain a register of all documents to which the Common Seal is affixed.

BY LAW 16 – CLUB FACILITIES HIRE

(Added ECM 11102021)

NOTE: The Club is not available for hire for 18th or 21st Birthday Functions.

NOTE: Children must be supervised at all times. Children under 18 are not permitted at the Bar and are not permitted to purchase or consume alcohol on the Club premises.

1. HIRING

This By-Law will detail the hiring costs for the Clubroom, Function Room, BBQ Area and Greens. It will deal with costs for members and non-members and will be identified in the booking form when booking any of the facilities.

The Club has a Booking Form which must be completed and signed by hirer and Club representative and, any applicable bond or hire charge deposits paid before the booking will be confirmed. A deposit of at least \$100 is required to secure the booking date and is payable when Booking Form is provided.

The Club Executive reserve the right to cancel any booking if the booking rules are not followed. Any monies paid shall be refunded if the booking has not occurred. If there are Government restrictions applied which prevent the booking being fulfilled all monies will be refunded.

Alcohol cannot be brought onto the Club premises in contravention of the Club Liquor licence. Special drink requirements (champagne or wine) can be arranged through the Club Manager.

The Terms and Conditions attached to the Booking Request Form will form the Contract between the hirer and the Warnbro Bowling Club.

2. MEMBERSHIP REQUIREMENTS FOR HIRE

- a. Membership values will be considered as
 - Category A: LIFE, FULL and SOCIAL Members - over 12 months membership.
 - Category B: FULL and SOCIAL Members – less than 12 months membership
 - Category C: Non-Members
- b. Memberships are applied for in accordance with By-Law 6 however if the membership request is not granted or paid for by the function date (in the case of Category B) the Club reserve the right to increase the hire cost (to Category C), and if required retrieve the difference from the bond payment. In the case of Category A members if the membership is not renewed by the Function date the Club reserve the right increase the hire charge (to Category C), and if required retrieve the difference from the bond payment.

3. SECURITY BOND

- a. All hiring will incur a Security Bond of \$300 (unless waived in special circumstances by the Club Executive) and this is payable at least 3 weeks before the function date. If the function date is within 3 weeks, then the Bond payment will be required on booking.
- b. The Club will refund the Bond within 5 working days after the function pending confirmation that no damage has occurred, and the hired room has been left in a satisfactory condition.
- c. Should damage or extra cleaning will be required the Club reserve the right to use the Bond payment to cover those costs. Should the costs incurred amount to more than the Bond the Club reserve the right to recover those costs from the hirer.

4. CLUB ROOM HIRE

- a. The Club Room is considered the room containing the bar, from the front entrance of the Club and up to the concertina doors leading into the Function room.
- b. The cost of hiring the Club Room will be:
 - \$50 for Category A & B and
 - \$100 for Category C.
- c. Hiring of the Club room will be restricted during the Club's Pennant Season on Tuesday, Thursday and Saturday's. On these days the hire of the Club room alone will only available after 5:30PM.

5. FUNCTION ROOM (PAUL PAPALIA ROOM) HIRE

- a. The Function Room (Paul Papalia Room) is the separate room past the concertina doors.
- b. The cost of hiring the Function Room will be:
 - \$200 for Category A,
 - \$300 for Category B, and
 - \$500 for Category C.

NOTE: The Bowling members lockers are contained within the Function room ablutions and as such members may need to access those locker rooms to put away bowls etc. Every effort will be made to ensure as little disruption as possible occurs to the function.

6. FOOD FACILITY HIRE

- a. The Club Kitchen can be hired for \$100 for all Categories. Hirers are to ensure all equipment, dishes, plates, cutlery etc is cleaned after use.
- b. The Club Outdoor BBQ/Kitchen can be hired for \$50 for all Categories. Hirers are to ensure all equipment, dishes, plates, cutlery etc is cleaned after use..
- c. These hire charges are separate to any other Room hire charges.
- d. A Security Bond hire is required for hire of the Food facilities alone.

7. GREENS HIRE

- a. The Greens can be hired for bowls in conjunction with hire of the Function Room or Clubroom, or separate if only a bowling function is required.
- b. Hire of the Greens are \$5 per player.
- c. No Bond is required for hire of the Greens alone.
- d. Drinks may be taken to the green however the Club has special glasses for poured drinks. Hirers should speak to the Bar Staff to ensure these are provided. Stubby holders are to be used for all Cans and Stubbles.
- e. Drinks are not to be taken onto the Greens at any time.

8. HIRE FOR WAKES

- a. The Function Room can be hired for a Wake only for:
 - Category A and B - \$50 for less than 50 people or \$100 over 50 people
 - Category C - \$100 regardless of numbers

9. HIRE FEE PAYMENT

- a. All Hire fees are to be fully paid no less than 2 weeks prior to the Event date.
- b. If Hire fees are not fully paid within this period it may result in cancellation

10. COMPLETION OF HIRE

- a. The hirer is to ensure the Function Room or Club room furniture is returned to the way it was setup prior to hire.

11. CANCELLATION OF HIRE

- a. The following charges will be applied to cancellations (unless waived by the Executive Committee).
 - Up to 2 weeks prior to event date – 25% of the hire fees
 - Within 2 weeks of the event date – 50% of hire fees.
- b. The cancellation costs will be retrieved from any deposits paid by the hirer.

BY LAW 17 – CLUB DRESS CODE

(Added ECM 13092021)

NOTE: The Club Dress code is provided here however where Bowls Australia (BA) or Bowls WA (BWA) Dress codes are referenced, they will overrule when Pennant or State or National events are concerned.

Reference A - BA Footwear Policy: At this link [BA Footwear Policy](#)

Reference B - BA National Merchandise Program Policy: At this link [BA NMP Policy](#)

12. CLUB DRESS CODE

This By-Law will detail the dress code required for members and visitors whilst using the Club facilities. The “Club grounds” include the Club rooms, Greens and surrounding viewing areas. The “Club Rooms” are the main Club (bar area), Paul Papalia Room and Kitchen within the physical building.

13. CLUB DRESS WITHIN CLUB

Whilst in the Club the following will apply to all members and guests:

- c. Neat and tidy dress required at all times in the Club.
- d. A shirt is required to be worn at all times.
- e. Thongs are permitted until 7PM.
- f. No bare feet within the Club rooms.
- g. No singlets or tank tops permitted within the Club grounds.
- h. No shirt with rude or offensive slogans is permitted in the Club grounds.
- i. No work wear (hi vis, safety boots etc) permitted within the Club rooms. Work wear can be worn when seated outside the Club, until 7PM.

14. CLUB PENNANT WEAR

The following will form the Club Pennant Uniform and must be worn when representing Warnbro Bowling Club in any Pennant Competition.

Men:

- d. Warnbro Club bowling shirt and black pants/shorts.
NOTE: Black pants/shorts are to be in accordance with the Bowls Australia National Merchandise Program (NMP) Regulations (See Reference B).
- e. Approved footwear that is in accordance with BA Footwear Policy (See Reference A).

Ladies:

- f. Warnbro Club bowling shirt and black pants/shorts/skirts/skorts.
NOTE: Black pants/shorts/skirts/skorts are to be as per the Bowls Australia National Merchandise Program (NMP) Regulations (See Reference B).
- g. Approved footwear that is in accordance with BA Footwear Policy (See Reference A).

The Club Bowling shirt is as approved at the October 2020 Executive meeting. White clothing is no longer acceptable for Pennant play with Warnbro.

15. CLUB CHAMPIONSHIP/COMPETITION WEAR

The following will form the Club Uniform and must be worn when playing in any Club Championship or Competition.

Men:

- a. Warnbro Club bowling shirt and black pants/shorts and approved footwear.
NOTE: Black pants/shorts are to be in accordance with the Bowls Australia National Merchandise Program (NMP) Regulations (See Reference B).
- b. Approved footwear that is in accordance with BA Footwear Policy (See Reference A).

Ladies:

- c. Warnbro Club bowling shirt and black pants/shorts/skirts/skorts, and approved footwear.
NOTE: Black pants/shorts are to be in accordance with the Bowls Australia National Merchandise Program (NMP) Regulations (See Reference B).
- d. Approved footwear that is in accordance with BA Footwear Policy (See Reference A).

The Club bowling shirt is as approved at the October 2020 Executive meeting. White clothing is no longer acceptable for play in any Warnbro Club Championship or Competition.

16. UNIFORM WHEN REPRESENTING WARNBRO

When members are representing Warnbro at other venues it is expected that the Club Pennant Uniform would be worn, however that is not considered compulsory.

17. SOCIAL BOWLS DRESS

Members and guests, when playing social bowls at Warnbro, are to observe the Club requirements for footwear (see Reference A).

Bare feet are permitted when participating in Club organized events.

Clothing while playing is to be of a neat and tidy nature.

Bankers are permitted to play in 'mufti' clothing around the year however must observe the Club footwear requirements for the greens. If Bankers games extend to greens which contain Pennant teams, then Club Pennant Uniforms must be worn.

BY LAW 18 – MEMBERSHIP REFUND

(Added AGM 15/09/2024 & ECM 11/11/2024)

1. MEMBERSHIP REFUNDS FOR MEMBERS ELECTED TO THE FINANCIAL EXECUTIVE

As passed at the 2024 Annual General Meeting, members elected to the Financial Executive will have their Membership fees refunded:

- a) as soon as practicable after the meeting at which they were elected, and
- b) as soon as practicable after the Annual General Meeting held in the second year of their term.

This By-law comes into effect for 2024-25 Financial Year

The following positions are eligible for the refund:

President
Deputy President
Secretary
Treasurer

Members that do not complete a full year of their term will be entitled to a pro rata rate refund for that year.