



GLEN WAVERLEY BOWLS CLUB INC.

An association incorporated under the *Associations Incorporation Act 1981, No. 9713*;

“Registered Number”: “A5724S”

“Australian Business Number” under the *Goods and Services Tax Legislation*:

“ABN 45 – 025 – 418 – 124”

ABN BUSINESS NAME – MONASH BOWLS CLUB

MANUAL OF PROCEDURE – JUNE 2026

This document will be maintained by a member of the Club appointed from time to time by the Board of Management. A copy of the document can be found on the Club Website under the heading “About Us” – and a hard copy is available for inspection at the Clubhouse.

OUR VISION

To become the most respected, well-visited and responsible bowls/sporting club and community centre within Monash providing a friendly, enjoyable and safe environment for patrons.

OUR MISSION

To develop an inclusive, welcoming and successful bowls/sporting club and functions centre by providing a range of outdoor and indoor facilities and activities to grow the level of club members and other visitors to the premises, in order to maximize the use of these facilities. To positively contribute to community health through developing an all-weather environment emphasizing the values of a healthy lifestyle, promoting sports, indoor and outdoor activities and competition helping to improve the quality of life for all who visit our premises.

OUR VALUES

- **Fostering and embracing an inclusive, non-discriminatory and safe club open to people of all ages, sexes, ethnicities and levels of physical and mental ability.**
- **Fostering a sense of sportsmanship and fair play, whilst seeking improvement in all we do.**
- **Striving for excellence in all forms of Pennant, Tournament and Social bowls competitions.**
- **Making club members feel that they are part of the club family.**
- **Planning for the future, being open to the challenge of new ideas and seeking continuous improvement.**
- **Performing all our activities with absolute integrity.**
- **Being operationally sustainable, environmentally responsible and financially viable.**
- **Working constructively with our sporting partners.**
- **Opening our club to our community by making our facilities available to various institutions and groups, thereby promoting community spirit, social interactions and emotional and physical well-being.**
- **Actively developing opportunities that encourage our community to play sport emphasising sportsmanship and social development of both our youth and adults.**

JOB DESCRIPTIONS

INDEX

BOARD OF DIRECTORS

1. **President**
2. **Vice-President – Administration**
3. **Vice-President – Activities**
4. **Secretary**
5. **Treasurer**
6. **Bowls Director**
7. **Facilities Director**
8. **Grounds & Greens Director**
9. **Marketing & Membership Director**

COMMITTEES/OFFICERS REPORTING TO BOARD MEMBERS

10. **Deputy Bowls Director**
11. **Constitution Sub-Committee**
12. **Sponsorship Officer**
13. **Club Provedore**
14. **Food Safety Officer**
15. **Functions Committee**
16. **Rosters Organization**
17. **Uniforms Committee**
18. **Bar Manager**
19. **Club Nominee**
20. **Greens Committee**
21. **Grounds Committee**
22. **Marketing & Membership Committee**
23. **Club Newsletter Editor**
24. **Club Webmaster**
25. **Club Almoner**
26. **Corporate Events Committee**

BOWLS COMMITTEE (INCLUDING OFFICERS/COMMITTEES REPORTING)

27. **Role of the Bowls Committee**
28. **Bowls Secretary**
29. **Pennant Selection Committees**
30. **Night Pennant Chairman**

NOTE: The Umpires Coordinator and the Umpires Coordinator are ex-officio members of the Committee.

INDOR BIAS BOWLS

31. **Indoor Bias Bowls Organization**

BOARD OF DIRECTORS

1. PRESIDENT

1. Chief Executive Officer of the Club.
2. Overall responsibility for the management of the Club.
3. Convene and chair the Board of Directors' Meetings.
4. Reporting Line and responsibility for the Strategic Planning Committee.

2. VICE-PRESIDENT - ADMINISTRATION

1. Stand in for the President in his/her absence at Board Meetings, etc.
2. Reporting line and responsibility for Almoner, Club Newsletter, Web Master, Catering Committee, Provodore, Food Safety Officer, Club Functions, Rosters & Uniforms.
3. Attend and report to Board Meetings.

3. VICE-PRESIDENT - ACTIVITIES

1. Stand in for the President in his/her absence at Board Meetings, etc.
2. Reporting line and responsibility for Bar Committee, Club Nominee, Corporate Events Sub-Committee & the Entertainment Committee.
3. Attend and report to Board Meetings.

4. SECRETARY

1. Prepare agenda and take minutes at Board Meetings.
2. Prepare information relating to the election of Club Officers prior to the Club Annual General Meeting.
3. Prepare Notice of Meeting for, and take minutes, at the Club Annual General Meeting. (6 weeks prior to the AGM).
4. Prepare ballot papers for the AGM should this be required. Arrange for the Board to appoint 2 Scrutineers for the AGM.
5. Receive and record all incoming correspondence. Pass to the appropriate Club Officer for attention...
6. Responsibility for maintenance of the Club Membership Register. (See Assistant Secretary Job Description).
7. Responsibility for ensuring that the Annual Statement is sent to Consumer Affairs Victoria within one month of the Club Annual General Meeting).
8. When the Board approves a change to, or addition of a new Club By-law, the Secretary will display a copy on the noticeboard. (See Rule 48).
9. When the Board approves a change to, or addition of a new Rule, the Secretary shall arrange for a Special Resolution to be prepared for consideration at a Special General Meeting or Annual General Meeting. (See Rule 3).
10. Responsibility for updating the Club website and CD with changes to Club Rules, Bylaws & Manual of Procedure. Arrange for the Public Officer to advise Consumer Affairs Victoria of any changes to the Club Rules (together with the appropriate fee)
11. Responsible for advising details of office bearers and member records for inclusion in the Club Handbook.
12. Responsible for Club stationery and equipment in the Secretary's office and photocopy room.

5. TREASURER

Position Overview

Position Title: Club Treasurer

Reports To: Board of Directors / Club President

Position Type: Voluntary Board Position

Time Commitment: 3 hours per week average

Review Date: Annually prior to AGM

Location: Hybrid (remote and on-site as required)

Purpose: The Club Treasurer manages all financial affairs of Glen Waverley Bowls Club, ensuring accurate financial recording, protecting club assets, and providing comprehensive reporting to the Board, members, and regulatory authorities in compliance with Club rules and Incorporated Associations legislation.

Key Responsibilities

Financial Recording & Processing

- Bank cash receipts and record all transactions in QuickBooks (bar sales, memberships, social bowling, etc.)
- Reconcile bank statements with direct deposits, EFTPOS, and online payments (Stripe)
- Process payments (approximately 15 monthly) for supplier invoices and member reimbursements
- Process month-end adjusting entries including depreciation, credit card reconciliations, and accruals

Financial Reporting & Presentation

- Generate monthly financial reports (Profit & Loss, Balance Sheet, Cash Flow, Budget Variance Analysis)
- Attend monthly Board meetings to present financial reports and provide financial advice
- Analyze budget variances and provide early warning of issues or opportunities

Asset Protection & Controls

- Implement and maintain financial management procedures protecting club funds and assets
- Oversee bank accounts with authorized signatories and dual signatory requirements
- Monitor accounts payable/receivable; ensure timely payments and collections
- Review insurance portfolio annually ensuring adequate coverage

Annual Responsibilities

- Lead annual budget development with Board consultation
- Coordinate annual audit; prepare financial statements and supporting documentation
- Prepare and present comprehensive AGM financial reports and Treasurer's Report
- Execute annual membership invoicing; track and follow up payments

Compliance & Governance

- Prepare and submit quarterly BAS statements to the ATO
- Ensure compliance with Consumer Affairs Victoria and all statutory reporting requirements
- Maintain Chart of Accounts in QuickBooks
- Manage investment portfolio of approximately \$500,000
- Provide financial advice on strategic matters and cash flow management
- Maintain professional relationships with Board, members, suppliers, and regulatory authorities

- Train and support incoming Treasurer with handover documentation

Task Schedule Summary

<u>Frequency</u>	<u>Key Activities</u>
Weekly/Fortnightly	Cash receipt banking and recording Bank statement reconciliation Payment processing and recording Accounts payable/receivable monitoring
Monthly	Month-end entries and reconciliations Financial report generation Budget variance analysis Board meeting preparation and attendance Cash flow monitoring
Quarterly	GST reconciliation and BAS preparation Financial strategy review Investment performance monitoring
Annually	Budget preparation Annual audit coordination Annual financial statements and AGM reporting Membership invoicing Insurance review Position description and policy review

Required Competencies

- Financial literacy with understanding of accounting principles and financial statements
- Strong organisational skills and attention to detail
- Technology proficiency (QuickBooks, spreadsheets, online banking)
- Integrity and trustworthy conduct in all financial dealings
- Clear communication skills for reporting and stakeholder engagement
- Effective time management

Preferred Qualifications

- Financial accounting or bookkeeping experience
- Previous treasurer or financial management experience
- Understanding of not-for-profit financial requirements
- QuickBooks experience and knowledge of GST requirements

Personal Attributes

- Enthusiastic and committed to the Club's success
- Ability to work independently and collaboratively
- Proactive and willing to learn

Reporting & Accountability

The Treasurer reports to the Board of Directors through the Club President and is accountable for accurate financial recording and reporting, protection of club assets, compliance with legal requirements, provision of sound financial advice, and maintenance of effective financial controls.

Authority & Delegations

The Treasurer is authorised to process routine payments within approved budgets, make banking transactions per club policies, engage with auditors and financial service providers, and access all necessary financial records. **Board approval required for:** Major expenditures outside approved budgets, new financial commitments, policy changes, and investment decisions.

Terms & Conditions

Position Type: Voluntary Board position | **Term:** 1-2 years with re-election option | **Meetings:** Monthly Board meetings (10-12 annually) | **Requirements:** Current Working with Children Check; financial Club membership | **Conflict of Interest:** Must be disclosed immediately to Club President and managed per Club policy

Support & Resources

QuickBooks accounting software, club banking facilities, professional accounting/audit services, Bowls Victoria resources, Board support, and relevant training opportunities.

Position Description Approved by: Board of Directors, Glen Waverley Bowls Club

Preparation Date: February 2026

Next Review Date: Annually prior to AGM

6. BOWLS DIRECTOR

1. Overall responsibility for the administration of bowls activity in the Club.
2. Reporting to him/her via the Bowls Committee are the Deputy Bowls Director, the Umpires' Coordinator, the Coaches' Coordinator, the Indoor Bias Bowls Manager, Chair of the Night Pennant Committee and the three Chairs of the pennant Selection Committees.
3. Convene and chairs meetings of the Bowls Committee monthly. Convene and chair pre-season and end-of-season meetings for lawn bowls.
4. Represent the Club at all official functions, tournaments and Bowls Victoria events held at the Club and attend Regional meetings, etc.
5. Responsible for coordinating and assisting with the production of the Members' Handbook. (See Section 6 under Miscellaneous Matters).
6. Attend and report to Board Meetings.
7. Attend Zone Group meetings as Club delegate.

7. FACILITIES DIRECTOR

1. Reporting line & responsibility for the Grounds & Gardens Committee, House Committee and the Risk Management Committee.
2. Prepare a budget for the upcoming year of operation.
3. Arrange building and contents insurance.
4. Attend and report to the Board Meetings.

8. GROUNDS & GREENS DIRECTOR

1. Reporting line and responsible for the Greens Committee.
2. Responsibility for liaison with the Greens Contractor.

3. Prepare a budget for the upcoming year of operation. This will include all expenditure recommended for green maintenance, building maintenance, equipment replacement and grounds.
4. Attend and report to the Board Meetings.

9. MARKETING & MEMBERSHIP DIRECTOR

1. Reporting line and responsible for the Membership Development Committee who will run "Try-Bowls" Days and other events as required.
2. Ensure that all new members are provided with appropriate material and integrated into the Club.
3. Authorise acceptance of all new members on behalf of the Board.
4. Responsibility for internal and external marketing and promotion of the Club.
5. Order appropriate material aimed at new members from the State body.
6. Prepare a budget for the upcoming year of operation.
7. Attend and report to the Board Meetings.

COMMITTEES/POSITIONS REPORTING TO BOARD MEMBERS

10. DEPUTY BOWLS DIRECTOR

1. Assist Bowls Director with the administration of bowls activities in the Club.
2. Convene and chair meetings of the Bowls Committee in the absence of the Bowls Director.
3. Represent the Bowls Director at pre-season, mid-season, and end-of-season meetings for lawn bowls.
4. Represent the Bowls Director and the Club at all official functions, tournaments and Bowls Victoria events held at the Club and attend Regional Meetings, etc. in his/her absence.
5. Assist with the production of the Members' Handbook.
6. Represent the Bowls Director at Board Meetings in his/her absence.

11. CONSTITUTION SUB-COMMITTEE

1. Responsible for and reporting to the Secretary for the maintenance of the Club Rules & By-laws.
2. Following a request from the Board, prepare a recommendation relating to a new or amended Rule/By-law.
3. When the Board approves a new or amended Rule or By-law the Secretary will make the necessary arrangements to implement the changes to the Club documentation.

12. SPONSORSHIP OFFICER

1. Responsible for and reporting to the Club Treasurer for the arranging of Club sponsorships of both money and kind.
2. Prior to the beginning of each season contact all existing sponsors to determine whether they are prepared to continue their sponsorship. This task should be completed by the end of the first quarter in each year.
3. Make approaches to other potential new sponsors seeking a commitment to sponsor.
4. Arrange sponsorship of Score Cards & Club stationery.
5. Prepare a report for the Board for approval outlining the proposed sponsorship packages, etc.
6. Once determined, advise details of sponsors to the Handbook Committee.

7. Ensure that sponsors are billed – and follow up outstanding payments.
8. Maintain a Sponsor Register.
9. Ascertain level of sponsor support from Club Members.
10. Arrange for updating of the sponsorship board in the Clubhouse as appropriate.
11. Arrange for updated/new signage around the Club grounds, shelter sheds, etc.
12. Arrange for representatives of sponsors to attend Wednesday Triples or other appropriate events.
13. Allocate sponsors to Club events.
14. Assist the Board with the arranging of a sponsors' night.
15. Provide the Club Provodore and the Catering Committee with a list of sponsors from whom they should seek to make purchases in the first instance.

13. CLUB PROVODORE

1. Responsible for and reporting to the Vice-President Administration for the purchase of all non-perishable food consumed within the Club.
2. Upon assuming the role, speak to the past provodore to determine past practice. Also, speak to the VP Administration to receive instruction as to whether cheese or any other item other than biscuits are to be provided for selected events/days (e.g. Wednesday Triples require cheese cubes). The Club Treasurer will also need to know when extra items are required to ensure event pricing is appropriate.
3. Cheese cubes are currently being provided for Night Pennant.
4. All purchases are generally made using the Club credit card at Campbell's Cash & Carry, Clayton, but can be made anywhere to suit the incumbent provodore.
5. Standard purchases include –
 - Sweet and dry biscuits
 - Sugar sticks
 - Non-sugar sweeteners
 - Tea bags
 - Coffee
 - Full cream long-life milk
 - Cheese – cubes for Wednesdays
 - Mayonnaise
 - Tomato sauceperishables such as rolls, tomatoes, ham etc.
6. The following items are stored in the pantry – long-life milk, a spare tin of coffee and additional tomato sauce.
7. A box of sweet and dry biscuits is left in the bottom cupboard to the right of the Provodore's own cupboard for general use.
8. Top up biscuits to the required level depending upon individual event requirements.
9. Additional sweet and dry biscuits are kept in the Provodore's locked cupboard.
10. At the end of the month pass receipts to the Treasurer for balancing with the credit card statement.

14. FOOD SAFETY OFFICER

1. Responsible for and reporting to the Vice-President Administration for the maintenance of food safety standards in the Club.
2. Obtain suitable qualifications from the City of Monash.

3. Institute a plan to inspect the operation of the kitchen, bar, etc. to ensure that the appropriate standards are adhered to.
4. Maintain/inspect all food handling procedure forms to see that they are being correctly completed.
5. Make suggestions to the Vice-President Administration on changes which could, or should, be made to food and drink handling procedures.

15. FUNCTIONS COMMITTEE

1. Responsible for and reporting to the Vice-President Administration for all functions (other than those associated with bowls events).
2. Events for which the Committee is responsible include the Season Opening Day, Presentation Night (for Club Championship winners) and any other function allocated to them by the BOM for organisation.
3. Liaise with Bar Committee concerning opening of the bar.
4. Arrange for assistance to set up Club rooms appropriately – and clean up after the function.

16. ROSTERS ORGANISATION

The Vice-President Administration is responsible for the preparation of all rosters for each season.

17. UNIFORMS COMMITTEE

1. Responsible for and reporting to the Vice-President Administration for any changes to Club uniforms.
2. Following advice to proceed, seek designs (and costings) from appropriate manufacturers.
3. Endeavour to obtain appropriate sponsorship to cover the cost of the uniform. In doing so liaise with the Club Sponsorship Officer.
4. On receipt of information check with the appropriate State body to see that colour, etc. does not clash with other Club uniforms.
5. Submit choices to the Board for consideration. (The Board will determine the course of action to follow including referral to members for comment).
6. Once a decision has been made, order the appropriate number of uniforms, and arrange for distribution to members. Collect amounts owing from each member prior to releasing their uniform to them. Pass money to the Club Treasurer with an accompanying note.

18. BAR MANAGER

1. Responsible for and reporting to the Vice-President Activities for all aspects of the management of the bar.
2. The bar manager must ensure that adequate quantities of products sold and all cleaning products, gas requirements are always available.
3. Responsible for the ordering of supplies for the bar as appropriate.
4. Bowling accessories are purchased from Jack High Bowls at Bentleigh. A supply of Club hats and caps is the responsibility of the Uniforms Committee.
5. WEEKLY DUTIES: Flush the beer lines with water and inject with detergent each Monday. Wash out on Tuesday for Wednesday activities. Lift the floor mats, sweep and mop the bar area, clean all benches and take-out empty kegs to the pick-up point. Count all monies and reconcile register tapes, complete necessary paperwork, place money in appropriate bag and

slide down the shute to the safe. Ensure that each till contains a float of \$200, with a back-up amount of \$300 in the bar safe and that an adequate supply of coins is always available.

6. TWO- WEEKLY DUTIES: Take the bar mats outside and clean with the high-pressure machine. Apply the high-pressure machine to the bar floors and mop all floors and clean the refrigerator.
7. MONTHLY DUTIES: Stock take the bar on the last day of each month and prepare rosters for volunteer staff for the following Month.

19. CLUB NOMINEE

1. Responsible for and reporting to the Vice-President Activities for the oversight of the Club's observance of the requirements in respect of its licence to serve liquor.
2. Draw to the attention of the Vice-President Administration details of any matters which should be changed to ensure the Club continues to meet its obligations under the license.
3. Advise the Board of any changes which are made to the Club's licence arrangements.
4. Arrange for new bar personnel to obtain a Responsible Serving of Alcohol Certificate, and ensure that Responsible Serving of Alcohol approved personnel update their certificate as required by the Director of Liquor Licensing,
5. Maintain a register of certified Responsible Serving of Alcohol personnel.
6. NOTE: The Board of Management is the Licensee for the Club.

20. GREENS COMMITTEE

1. Responsible for and reporting to the Greens Director for all matters relating to the Club's greens and immediate surrounds, including:
 - Banks
 - Seats
 - Shelters
 - Water Tanks.
2. The Committee has the authority to determine whether greens are playable, and which greens are open/closed at any time. The signage upon entry to the grounds will indicate the latter.
3. Allocation of greens/rinks for all events.
4. Day to day maintenance of "D" Green, including raking of ditches, sweeping of greens and surrounds, marking of the green and monthly grooming.
5. Regularly liaise with the Greens Contractor on all matters relating to the preparation and maintenance of the grass greens, including winter renovations, and any requirements for equipment maintenance.
6. Arrange for volunteer members to conduct maintenance of mechanical equipment wherever possible and record action in the maintenance register retained in the equipment shed.
7. Arrange for volunteer members to conduct maintenance of greenside equipment such as ditch rubbers, boundary pegs, rink markers, scoreboards and shelters.
8. Carry out duties of Greens Director on days of play in accordance with details published in the Member's Handbook, under Playing Times for the Season.
9. PRE-SEASON DUTIES: Arrange for volunteer members to insert all line marking pins in the greens in accordance with established procedure. The Greens Contractor is required to indicate prior readiness for such action. Arrange for volunteer members to set out all boundary pegs, rink markers, scoreboards and greenside seats.
10. END OF SEASON DUTIES: Arrange for volunteer members to remove all marking pins from the greens in accordance with established procedure prior to the Greens Contractor carrying out

11. winter greens renovation. Arrange for volunteer members to store away all boundary pegs, rink markers, scoreboards and greenside seats.
12. OFF SEASON DUTIES: Arrange for volunteer members to prove that under green drainage pipes are clear by flushing water through inspection openings in accordance with established procedure. Arrange for volunteer members to carry out any necessary maintenance to mechanical or greenside equipment that cannot be achieved at other times.

21. GROUNDS COMMITTEE

1. Responsible for and reporting to the Facilities Director for all matters relating to the Club grounds (other than the greens and their immediate surrounds, which are the responsibility of the Greens Committee).
2. The matters included amongst the responsibilities of this Committee are the upkeep and maintenance of the gardens, hedges, external seating, gates, fences, signs, flagpoles, garden equipment, sheds (other than the shelter sheds) and toilet block. **Note:** Water Tanks are the responsibility of the Greens Committee.
3. A plan of proposed action to be taken during the season should be prepared and provided to the Facilities Director.
4. Refer to the Schedule below which describes the timetable for gardening.

GROUNDS & GARDEN SCHEDULE

ROSE SHRUBS

Rose Beds "C" Green Prune in June & July. Debud spent flowers as required. Fertilise.

GARDENS

"A" Green East Fertilise, take cuttings, plant out, prune, weed, mulch
"A" Green North as required throughout the year.
"B" Green North

"D" Green (all)

HEDGES

"A" Green East
"A" Green North Trim in April, September & December.
"B" Green North

FENCE CREEPER

"D" Green Trim in April, June, July, September, November,
December, January & February.

IRRIGATION

Check operation in March, September, November & January.

GRASSED AREAS

"A", "B" & "C" Greens Mow as required.

TREES & SHRUBS

“B” Green West Vegetation to be pruned by Monash City Council only.
“C” Green West

22. MARKETING & MEMBERSHIP COMMITTEE

1. Responsible for and reporting to the Marketing & Membership Director for the recruitment and enrollment of new members.
2. Arrange meetings of the Committee as and when appropriate.
3. Determine dates for “Try Bowls” days and advise the Club Secretary for inclusion in the Club Handbook.
4. Maintain stock of promotional material stored in the bowls shed.
5. Maintain stock of membership material stored in the administration office.
6. Liaise with the Marketing & Membership Director regarding media releases and contact with the City of Monash. Obtain approval for sponsored street signs for “Try Bowls” days.
7. Liaise with the City of Monash regarding promotional events e.g. Victoria Senior’s Week. Arrange for the Club to set time aside for potential bowlers to try out.
8. Prior to “Try Bowls” days arrange with Centro The Glen management for a stand to be set up. Provide the Glen with a copy of the Club’s Certificate of Currency Business Public/ Products Liability Insurance. Arrange manning of the standby Club members.
9. Promote “Try Bowls” days to ethnic groups in the Monash community.
10. Arrange for coaches and other members to assist potential new bowlers at each “Try Bowls” day.
11. Sign up new members and pass the applications (with appropriate subscription) to the appropriate Bowls Secretary for display on the Club noticeboard.
12. Following advice from the Bowls Secretary that all is in order refer the new member to the coaching panel.
13. Provide each new member with a welcome kit and name badge (suitably marked with a tag to denote their status).
14. Participate in New Member welcome and briefing sessions.
15. Maintain records of new member events and monitor results.
16. Follow up attendees at promotional events seeking to sign them up as members.
17. Obtain and review feedback from new members regarding their induction experience and amend procedures as required.

23. CLUB NEWSLETTER EDITOR

1. Responsible for and reporting to the Vice-President Administration for the production of the Club Newsletter.
2. Determine a deadline for receipt of articles each week and advise appropriate Club Officers.
3. Prepare a weekly newsletter including articles received from Club Officers.
4. Email copies to those members who have provided addresses. Print 3 copies for placing on the Club noticeboard in the foyer.

24. CLUB WEBMASTER

1. Responsible for and reporting to the Vice-President Administration for the maintenance of the Club website.
2. Ensure that the website contains up to date information relating to the Club.

25. CLUB ALMONER

1. Responsible for and reporting to the Vice-President Administration for keeping the Club informed of members who are ill or injured or who have passed away.
2. Advise Bowls Secretary of the details of any member who has passed away. (As appropriate the Club Secretary will arrange for a notice to be placed in the Herald-Sun newspaper; disseminate to members, by a notice on the front door, details of the funeral arrangements where these are known; arrange for the Club flag to be flown at half-mast.)
3. On behalf of the Club send a sympathy card to the family of the member. Place a note on the board adjacent to the Northern entry door.
4. Where advice is received that a member is ill or injured place a note on the board adjacent to the Northern entry door advising appropriate details. Only where the member agrees should specific mention be made of the nature of the illness or injury. On returning to the Club welcome them back and extend best wishes for the future.
5. "Thank you" notes received by the Almoner are pinned to the noticeboard in the main foyer and, after a reasonable period, are placed in the Almoner's Box by the noticeboard. The box is cleared every few months.

26. CORPORATE EVENTS COMMITTEE

1. Responsible for and reporting to the Vice-President Activities for all corporate events run by the Club.
2. Keep VP Activities informed of future events.
3. For approved functions obtain signed documentation from the organization using the Club facilities.
4. Advise members of the date and time the Clubhouse is to be used for the function.
5. Liaise with the appropriate Lawn Bowls Coordinator (if bowling activities are included) and the Bar Committee to set up suitable arrangements. Provide each Committee with a copy of the "Coming Events" form.
6. Arrange assistance from Club members as required to oversee the function. Ensure that the Clubhouse is cleared up appropriately after the function.
7. Pass the monies collected and/or credit card transaction slips to the Club Treasurer with the required documentation.

BOWLS COMMITTEE (INCLUDING OFFICERS/COMMITTEES REPORTING)

27. ROLE OF THE BOWLS COMMITTEE

1. Responsible for the running of all bowls activities – including Pennant, Club Competitions, Social and Special Bowls events (as defined by the Board).
2. Responsible for the convening of pre-and mid-season meetings of members.
3. Preparation of a list of events for the next season for inclusion in the Members' Handbook.
4. Dissemination of information to members re changes in the rules of play, etc.

5. The Officers making up the Bowls Committee are –
 - The Bowls Director
 - Deputy Bowls Director
 - Bowls Secretary
 - Chairs of the three Lawn Bowls Pennant Selection Committees
 - Indoor Bias Bowls Manager
 - Chair of the Night Pennant Committee
 - Umpires' Coordinator (ex-officio)
 - Coaches' Coordinator (ex-officio)
 - Match Committee Chair

28. BOWLS SECRETARY

1. Prepare agenda for and take minutes at Bowls Committee Meetings. Copies of minutes are to be displayed on the Club noticeboard.
2. Process correspondence relating to all bowls matters.
3. Update Club noticeboards with appropriate material e.g. State and other Club Tournament details, etc.
4. The Secretary is to be the first point of contact for dialogue with the State body, other Bowls Clubs and organisations.
5. Co-ordinate arrangements for special events allocated to the Club e.g. State and Club invitational events. This includes liaison with the Greens Committee (availability of greens) and the Bar Committee, the Umpires Chairperson, etc.
6. Arrange invitations and guest lists for "special" days e.g.
7. Prepare information relating to upcoming events and general members' information to be Announce to members at the appropriate time e.g. Pennant games, Wednesday Triples, etc.
8. Order Coaches Manuals and Rule Books for Umpires (and others).
9. Arrange preparation of certificates for all Club Championship winners. Advise details of appropriate winners to the Facilities Director so that the Club honours boards can be updated.
10. Arrange purchasing and engraving of Club Championship trophies.
11. Advise the Club Almoner of any Club members known to be ill or injured.
12. Maintain control of the Club lockers in the Men's Locker Room. Record names, collect deposits and make refunds, as appropriate.
13. Order "8" badges for presentation to rinks who achieve an 8 on one end in a pennant match.
14. Order super veteran badges for members who reach the age of 80, and arrange presentation at the Bowls Opening Day following.
15. Arrange enrollment of members for coaching, umpires and measurers courses.

29. PENNANT SELECTION COMMITTEES

Selection Committees once elected shall appoint a Chairman from their own Committee. **Each Chairman will be a Member of the Bowls Committee.**

The Selection Committees are responsible to the Bowls Committee for all pennant activities. In carrying out those overall responsibilities, the Selection Committee's duties shall include –

- (a) developing and presenting for consideration by the Bowls Section appropriate policies on selection and/or other matters relevant to the Pennant Competitions;
- (b) selecting players for pennant matches and posting those selections on the

Pennant Notice Boards together with the names of the Side Managers and Umpires;

- (c) arranging all pennant matches, bankers' play and pennant practice; arranging pennant practice matches with other Bowls Clubs, as and when appropriate;
- (d) maintaining pennant records;
- (e) being available as a committee at mutually convenient times to meet players who wish to discuss their pennant selection and/or performance;
- (f) reporting to the Bowls Section on the results and achievements of the completed pennant season;
- (g) recommending to the Bowls Committee the number of sides to be entered into the pennant competitions for the ensuing pennant season;
- (h) reporting to pre-season meetings of members on pennant matters;
- (j) training of Side Managers.

30. NIGHT PENNANT CHAIRMAN (being a member of the Bowls Committee)

1. Responsible for and reporting to the Bowls Director for the conduct of the Club's Night Pennant activities.
2. With the assistance of the Night Pennant Secretary prepare an agenda for the AGM of those interested in playing night pennant. This meeting should be scheduled for the first week of October in each year.
3. The agenda for the AGM should include the following matters –
 - Minutes of the previous AGM
 - Business arising from these minutes
 - Outgoing Chairman's Report
 - Outgoing Chairman of Selectors' Report
 - Election of Office Bearers for the ensuing season – 3 Selectors; 2 Delegates to the Southern District Electric Light Bowls Association (SDELBA); 1 Secretary; 1 Publicity Officer.
 - General Business
4. Produce a report following the AGM for the Bowls Committee.
5. Arrange payment of team fees to the SDELBA.
6. Prepare a monthly report for the Bowls Committee during the period of the Night Pennant Season. Attend meetings of the Bowls Committee.
7. Ensure appropriate green fees are collected for all home games.

INDOOR BIAS BOWLS

31. INDOOR BIAS BOWLS ORGANIZATION

The arrangements for the organization of Indoor Bowls in the Club is covered under By-law 5.

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1. PROCEDURAL MATTERS

1.1 APPOINTMENT OF CLUB DELEGATES

The delegates to the appropriate Lawn Bowling Associations and Regions will be appointed by the Board of Management. It is recommended that one of the Regional Delegates shall be the Bowls Director, and that the President and Secretary be delegates to Bowls Victoria.

1.2 APPOINTMENT OF COMMITTEES & SUB-COMMITTEES

The Board of Directors shall appoint the Committees as appropriate,

1.3 CHANGE OF MEMBER CATEGORY

Any Member who changes to another category which carries a higher amount of Annual Subscription immediately becomes liable to pay the difference in amount.

1.4 CLUB COLOURS

The official colours of the Club are BLUE (Pantone colour “Blue C”) and YELLOW (Pantone colour “107 C”).

1.5 DEATH OF A MEMBER

On receiving advice of the death of a member, where appropriate, the following procedure is to be carried out by the Bowls Secretary;

- Mail a Club Bereavement Card (signed by the Bowls Secretary on behalf of the Club Members) posted to the address of the former member.
- After the family death notice has been published arrange for the Club’s obituary notice to appear in the same newspaper as soon as possible thereafter.

The wording of the Club’s obituary notice shall be as follows:

“(SURNAME) Members of the Glen Waverley Bowls Club Inc. regret the passing of their esteemed Life Member / Past President / Foundation Member / Super Veteran / Member (as appropriate) (Commonly used first name). Deepest sympathy to his/her family”. The newspaper shall be requested to insert the relevant Association three-line logo, for which the relevant code numbers are available in the Secretaries’ Office.

The Club Secretary shall arrange for an email to be sent to members advising the passing of the member and including details of the funeral arrangements.

If the death takes place during the Lawn Bowling Season, the Club Secretary shall arrange for the CLUB FLAG to be flown at HALF MAST (that is, two-thirds high on the Flag Pole) as a mark of respect for the deceased member and to alert Club Members that the Club has suffered the loss of a Member. The Club Flag is to be returned to normal Full Mast position following the funeral.

NOTE: The National Flag is to fly at Half Mast ONLY at the direction of the Federal or State Government.

1.6 OPENING HOURS OF THE CLUBHOUSE

The Clubhouse shall be open to members for such times and on such conditions as the Board of Directors may determine from time to time.

1.7 CLUB RECORDS TO BE KEPT IN DIGITAL FORMAT

The club records in general are to be kept in digital format rather than as paper records with one copy kept in a fireproof safe, and another to be available to Directors and Members. The exception to this requirement will be executed documents, whereby the originals will be kept until expiry. **(June 2018 Board Minutes.)**

1.8 PASSWORDS & CODES

All new or changed passwords and codes will be maintained in a central register. **(June 2018 Board Minutes.)**

1.9 APPOINTMENT OF CLUB PATRON

The custom of the Club is to invite the State Member of Parliament for Glen Waverley (or such other renamed electorate) to become the Club Patron. An invitation will be extended (or renewed) by the Club President following each election of the State Government.

1.10 ACCIDENT REPORT BOOK

In the event of an accident to a member or visitor details must be included in the Accident Report Book which is located in the bottom pigeonhole in the foyer.

2. PROTOCOLS

2.1 BADGES OF OFFICE etc.

The Club shall provide appropriate badges to all Life Members and Super Veterans (defined as a Member who has attained the age of eighty (80) years) which shall remain the personal property of such Members.

A copy of the relevant IBB, ABC, BV and/or VIBBA current Rule Book shall be supplied to any member who qualifies as an Umpire, such Rule Book.

2.2 FLAGS AND PENNANTS

On occasions when flags and pennants are displayed, they shall be hoisted as follows: -

The National Flag:

on the centre flagpole located on the Northern side of the Clubhouse, adjacent to "A" Green.

The Aboriginal Flag:

on the Eastern of the three flagpoles between the Clubhouse and A green.

The Club Flag:

on the flagpole located North-West from the Clubhouse near the junction of greens A, B and C.

A Pennant:

on Pennant Days (Tuesdays and Saturdays) on the flagpole located nearest to Waverley Road (the North-Eastern corner of "A" Green), to serve as a guide to visiting bowlers looking for the Club; and on either Pennant or other days the managers of the day shall have discretion to hoist such additional Pennants on such flag poles as they may choose:

PROVIDED THAT different pennants should be used in rotation to spread wear and tear and to display honours equitably.

2.3 LAWS OF THE GAME OF BOWLS

The laws of the game of bowls, as adapted from time to time by Bowls Australia and any other Association with which the Club remains affiliated, shall apply to all games under the control of the Club.

Failure to observe any such laws shall render an offending player liable to disqualification from the relevant game, match or competition.

2.4 SMOKING

Smoking within the grounds is permitted only on the asphalted area immediately to the west of the Clubhouse. SMOKING IS PROHIBITED in the Clubhouse and all other external areas.

3. BOWLING MATTERS

3.1 CLUB COMPETITIONS AND ENTRY FEES

All entry fees payable in respect of any competition and/or championship in which the entry must be lodged via the Club shall be **payable in advance** in accordance with the procedure determined by the Bowls Committee. This provision shall apply to all competitions and championships conducted at Association, Group and Club levels.

3.2 ELIGIBILITY FOR "NOVICE SINGLES" CHAMPIONSHIP EVENTS

For the purpose of this matter: "Season" shall mean:

The Lawn Bowling season from September to the following April inclusive; and in relation to Indoor Bias Bowls, the Season from May to August, inclusive.

A member shall be deemed to have "Joined the Club" on the date of receipt of that person's initial subscription as a restricted or full member:

PROVIDED that, in the case of a member transferring from another Lawn or Indoor Bias Bowls Club, the date of joining that other Club shall be deemed to be the date of joining the Glen Waverley Bowls Club. However, previous Indoor Bias Bowls membership shall not count when determining eligibility for entry to Lawn Bowls Novice Championship, and vice versa.

At the first meeting following the Annual General Meeting the newly elected Bowls Committee shall decide whether to conduct a "Novice Singles" events during the coming Season for First and Second Year

Bowlers and, if so: shall determine a closing date for the receipt of entries for that event, such date being referred to as "the Cut Off Date."

For the purpose of determining eligibility of a member as a “First and/or Second Year Bowler” the following provisions shall apply: -

Members who join the Club on or before the cut off date shall be eligible to compete in a Novice Singles event during that current season and the following season only;

Members who join the Club after the cut off date, shall be eligible to compete a Novice Singles event during the following two seasons only; A member who wins the event in that member’s first year shall not be eligible to compete the following year.

3.3 PENNANT MATTERS

On pennant playing days, all announcements shall be as clear and brief as possible (consistent with courtesy). The Bowls Committee is responsible for determining the content and timing of such announcements. Visitors shall be given the opportunity to respond to their welcome.

3.4 PENNANT SELECTION – MEMBERS OF OTHER CLUBS

All Pennant Selection Committees may seek members from other Clubs to act as substitutes where there is a short fall in the numbers of our Club Members available for pennant selection. If not playing as a substitute, members from other Clubs must also be bowling members of Glen Waverley Bowls Club.

3.5 SUPER VETERANS

On advice to the Board of Directors members who have attained the age of eighty (80) years shall be granted such reduced Annual Subscription as is determined by the Board. They shall be presented with a super veteran’s badge at the first opportunity.

3.6 PENNANT SIDE MANAGER’S DUTIES

Collect the Side folder from the Selectors by the required time. Check that it contains completed score cards, Pennant Check forms, envelopes containing player rating slips and spare Club identification discs. Check that the players’ names are the same as those on the Pennant Selection Board.

Contact opposing Pennant Side Manager (PSM) and jointly, randomly match teams; draw for rinks; and toss a coin for the chance to decide which Side plays first. Complete the scorecards and Pennant Check Form with the opposition teams’ names. Hand the scorecards and player rating slips envelope to each team skip and inform them who will bowl first.

PSM’s, whose Side is incomplete because of absence or late withdrawal, should ask available Selectors (Home Matches) or the opposing PSM (Away Matches) for help in finding a substitute and ensure that the relevant Bowls Victoria rules are followed.

After the match, collect the scorecards and player rating slip envelopes from each team's skip, complete the Pennant Check form in collaboration with the opposing PSM, and return the Side

folder with scorecards, Pennant Check form and player rating slips to the Club as soon as possible. The skip is to sign the scorecard and note the time that the game finished. If possible, ring in the result to the Club for away games.

NOTE: PSM's must be familiar with BV Rules for Competition and procedures for inclement weather.

3.7 GREENS CLOSURE

The Greenkeeper or his Deputy, or the Chairman of the Greens Committee or a member of the Greens Committee, or if they are not present, a member of the Bowls Committee or Manager of the Event, is empowered to close or open greens during play or before play commences as conditions dictate.

The empowerment of the persons named above is to strictly follow the naming order given.

3.8 EXTREME CONDITIONS

For details relating to extreme conditions please refer to the latest Members Handbook under the heading "PENNANT – CANCELLATION OF MATCHES".

3.9 PLAYING TIMES

The playing times and direction of play for all bowling fixtures are set out in the Member's Handbook. These may change from time to time, so Members should check at the beginning of each season for any amendments.

3.10 PENNANT – CANCELLATION OF MATCHES

The details relating to this matter are set out in the Member's Handbook. Members should check at the beginning of each season to see what changes, if any, apply.

3.11 ETIQUETTE

The Member's Handbook has a section dealing with this matter. Members are advised to familiarise themselves with the issues covered.

3.12 DRESS CODE

The Member's Handbook has a section dealing with this matter. Members are asked to familiarise themselves with the issues covered.

3.13 GENERAL INFORMATION RELATING TO BOWLING

The Member's Handbook contains several general items relating to bowling. These may be updated from time to time, so Members should check at the beginning of each season for any changes.

3.14 BOWLING FEES

Pennant Fees

Pennant Fees for Tuesday and Saturday pennant (Lawn Bowls) shall be determined by the Board each year. To participate in pennant a member must have paid the appropriate season pennant fee for the relevant competition or else a standard green fee will apply. The Chairman of Selectors (or his/her deputy) has the discretion to waive the standard green fee only when an affiliated non-pennant playing member is asked to fill a casual vacancy in a side at short notice. Any such member who continues to play pennant on a regular basis will be required to pay a green fee thereafter.

Green Fees

The Board will determine green Fees for Lawn Bowls and Mat Fees for Indoor Bowls each year.

Event Fees

Event Fees for both Lawn and Indoor bowls will be approved by the Bowls Director on an event-by-event basis in consultation with the Club Treasurer.

Please Note:

1. Each event manager is to prepare a financial analysis of the event. Form EPG01, available from the Treasurer, can be used as a guide.
2. The minimum net income(profit) after taking all income and expenses into account is to be not less than \$3 per person
3. Income includes entry fees and raffles
4. Expenses include prize money, catering and any other expense directly related to the event
5. Bar income is excluded.
6. **Event Cash Report ECR01-12** is to be completed at completion of the event and passed to the Treasurer together with the net cash received.
7. A summary of the event and financial outcome will be provided to the Board by the Bowls Director and/or Treasurer

3.15 WORKING WITH CHILDREN

It is a requirement of Bowls Victoria that members involved with “Try Bowls” Days (where children may be participating), or coaching of children, must complete an application for registration under the Victorian Government Working with Children legislation.

3.16 WEDNESDAY TRIPLES RULES

Registration Arrangements –

Members who wish to play must ensure that they advise the organisers prior to the start of each season. Their name will then be placed on a list displayed on the slopes. It will be assumed that unless a member advises the organisers that they are unavailable to play, by 10.00 am, they will be expected to arrive, no later than 11.30 am, to register.

Team/Rink Allocation –

The format for play is drawn triples. In the event of insufficient numbers registering, it may necessary to play some teams as pairs. The organisers will provide each member with a stick on

registering to play. This stick will contain a number. The organisers will call each stick number, which will identify three members with that number. Those three members will become a team for the day. A scorecard will be handed to each team.

A Team of Three Playing a team of Two –

The pair will play four bowls each and the triples will play three bowls each.

Deciding Results Following Each Game –

The winning team will be decided by shots up.

Deciding Results at the Conclusion of Play –

Two game winners, first game winners and second game winners will be decided on the teams with the most ends won. In the event of a tie on ends won, the winning team will be decided on shots up. In the unlikely event of there still being a tie, the winning team will be the one with the least shots against. If this does not produce a result it will be determined by the toss of a coin.

4. ADMINISTRATION

4.1 ANNUAL GENERAL MEETING TIMETABLE

At least 8 Weeks prior to the Annual General Meeting

The Club Secretary will place a prominent notice on the Noticeboard advising members, if they wish to submit a motion, or to raise an item of General Business at the AGM that this must be handed to the Club Secretary before the Notice of Annual General Meeting is issued. The date for lodgment of motions is to be included in this notice.

At least 6 Weeks prior to the Annual General Meeting

The Club Secretary will issue a Notice of the Annual General Meeting (AGM).

This notice will include the following items –

- (a) Time, date and place of the AGM.
- (b) Advice that a copy of the Minutes of the previous AGM is posted on the noticeboard.
- (c) The Agenda for the AGM. (See below).
- (d) Calling for nominations for all elective positions i.e. all positions on the Board; the elective positions on the Bowls Committee; the three Pennant Selection Committees.
- (e) Nomination form with eligibility conditions included
- (f) Advice that proxy forms, for those unable to attend the AGM, are available from the Secretary.
- (g) Advice of items of General Business and/or Notices of Motion submitted by Members to be considered at the AGM.

2 Weeks prior to the AGM

Nominations for all elective positions close with the Club Secretary.

The Secretary shall immediately post on the notice-board details of all nominations received.

NOTE: The Secretary will, however, have posted nominations as they are received if so instructed by the Board.

Should nominations exceed the number of vacancies for any position or committee the Secretary shall –

- (a) Prepare ballot papers for the election at the AGM.
- (b) Arrange for the Board to appoint at least two (2) scrutineers to conduct the ballot/s at the AGM.

AGM Agenda

- (a) Opening of meeting; welcome; apologies.
- (b) Adoption of the Minutes of the previous AGM.
- (c) Conduct of elections should this be required.
- (d) Adoption of the Annual Report of the BOM (Board).
- (e) Adoption of the Club Financial Statement.
- (f) Adoption of the Auditor's Report.
- (g) Presentation of the "Statement of Annual General Meeting" by the Public Officer.
- (h) Advice of Annual Subscriptions.
- (i) Election of Auditor.
- (j) Declaration of the Election Results & Induction of the new Board.
- (k) Consideration of any Special Resolutions to be put to members by the Board. Explanatory notes are to be attached.
- (l) Consideration of any General Business or Notices of Motions advised to the Secretary by members within the required time.
- (m) Close of meeting.

4.2 APPOINTMENT OF SCRUTINEERS

Club By-law 3.4.4 makes provision for the appointment of at least two Scrutineers to supervise ballots for positions on the Bowls Committee and the Pennant Selection Committees. These Scrutineers will also be responsible for supervising ballots held for the election of positions on the Board of Management.

The Board will appoint the Scrutineers. Scrutineers must be full or life members of the Club. One of those appointed will be nominated as the chair. The chair will be responsible for conducting the ballot.

The method of conducting a ballot is set out in Section 2 of the Standing Orders & Rules of Debate.

4.3 HONORARY SOLICITORS

The Board of Directors may from time to time appoint one or more qualified legal practitioners to be Honorary Solicitor or Solicitors on such terms and for such period as it may determine.

4.4 MEMBER PROTECTION POLICY

The Club is bound by the Member Protection Policy (hereafter referred to as "The Policy") adopted by Bowls Victoria. The Policy may be revised from time to time, with the Club continuing to be bound by the most recent version.

The purpose of The Policy is to outline procedures for dealing with matters relating to harassment and discrimination. The Policy also includes screening procedures to ensure that unsuitable persons are not appointed to positions requiring coaching of and/or traveling with Club members under the age of 18.

4.5 PRODUCTION OF PROGRAM HANDBOOK

- (1) Production of the Members Program Handbook is the responsibility of the Bowls Director, on behalf of the Board, who is hereby authorised to delegate specific duties at his/her discretion;

set up a timetable for completion of “copy” for inclusion in the Handbook;
arrange, edit and submit to the printer for a first draft print.

The PROGRAM HANDBOOK COMMITTEE shall comprise;

The Bowls Director;
The Bowls Secretary

- (2) Liaison will also be required with the Club Secretary (membership details), Umpire & Coach Coordinators and the Greens Director.
- (3) The first meeting of this Committee shall be held following the AGM each year consider timetable and draft bowls program for the ensuing year – and to revise last year’s handbook for any changes that may have taken place.
- (4) The draft program for the ensuing year is to be submitted to a Board Meeting for “approval in principle.
- (5) Because some Office Bearers may change at the Club Annual General Meeting retiring Office Bearers are responsible for personally briefing their respective successors of all action taken by the change-over dates.
- (6) The new Bowls Committee and the new Board are responsible for “signing-off” the draft bowls program by the end of June.
- (7) The Sponsorship Officer will provide the Committee with signed-off artwork etc. for all sponsors appearing in the handbook no later than 15 July.
- (8) The draft program for the ensuing year is to be submitted to a Board Meeting for “approval in principle”.
- (9) Because some Office Bearers may change at the Club Annual General Meeting retiring Officers are responsible for personally briefing their respective successors of all action taken by the changeover dates.
- (10)The new Bowls Committee and the new Board are responsible for “signing off” the draft bowls program by the end of June.
- (11)The Sponsorship Officer will provide the Committee with signed-off artwork, etc. for all sponsors appearing in the handbook no later than 15 July.

(12) By the end of July, the printer will provide a “proof” copy of the revised details of the Handbook for the coming season. The handbook committee will be responsible for ensuring the accuracy of the final copy before it is returned to the Printer.

4.6 BALLOT FOR THE ELECTION OF OFFICERS OF THE CLUB

The ballot for the election of all officers of the Club, both the Board of Management, the Secretary and the Selectors shall be conducted at the Annual General Meeting by at least two Scrutineers appointed by the Board (see 4.2 above). The method shall be as follows, or in such other way as the Board may from time to time direct –

- (a) The method of voting in person or by proxy shall be by crossing out the name of the member or members nominated who are not desired and leaving the correct number of members to fill the vacant offices.
- (b) Ballot papers containing a greater or lesser number of persons to be elected shall be informal.
- (c) If two or more candidates receive an equal number of votes the Chairman shall, in such case, have a second and casting vote with the proviso that the Chairman stand aside if a casting vote is required for the position for which he or she is a candidate.

4.7 SIGNING IN OF VISITORS

Visitors, other than Honorary Members as defined in the Club By-laws, must sign in if they are not affiliated with Bowls Victoria or similar organisation in another state or attending a Corporate Event. Details of Corporate events are recorded in a Corporate Events Register. All Registers and a list of current members must be available for inspection by Licensing Inspectors and/or Police.

4.8 BAR OPENING HOURS

Opening hours shall be determined by the Bar Committee from time to time.

4.9 USB INFORMATION STICKS

Each Director, and other relevant Committee Member, are required to place all information they hold about the running of the Club on a USB stick. These sticks are to be handed to the Secretary for safekeeping in case anyone, or more, of the providers of the information is unable to continue in the role, in which case the information provided can be provided to their successor.

4.10 CORPORATE FUNCTIONS

A document setting out the hiring details will be required to be completed by any organisation wishing to hire the Club rooms. This will set out the responsibilities of both parties. Suitable bond conditions will be included in the document. (**March 2014 Board Minutes**).

A pricing schedule is to be drawn up and approved by the VP Activities. A 30% discount is to apply to members who hire Club Rooms.

Corporate bookings will not be taken for the following events – 18th. Birthday parties or similar events where the activity is for people less than 21 years of age or where security is an issue; 21st. birthday parties that are not arranged by and attended by the family. (**December 2015 Board Meeting Minutes**).

Corporate functions are to be permitted wherever possible provided that the Club is advised and that cooperation from members is sought if there is a clash of activities. (**October 2016 Board Meeting Minutes**).

4.11 HONORARY MEMBERSHIP FOR MAJOR SPONSORS

Platinum and Gold sponsors may be offered Honorary Membership of the Club. By-law 2.3 applies (**June 2014 Board Meeting Minutes**). (**January 2016 Board Meeting Minutes**).

4.12 EMERGENCY PROCEDURES

Details of emergency procedures are contained in the Member's Booklet. (**July 2014 Board Meeting Minutes**).

4.13 BREACHES OF THE CLUB LIQUOR LICENCE

Any visiting Club (or organisation) that contravenes our liquor licence shall be notified in writing of their misdemeanour. (**February Board Meeting Minutes**).

4.14 MERIT AWARDS CRITERIA AND NOMINATION FORM

A merit award may be awarded for recognition of long and dedicated service of a member.

1. The award shall be conferred only at the discretion of the Board.
2. Nominations for a Merit Award shall be forwarded to the Club Secretary.
3. Any current Club member may nominate a candidate for a merit award.
4. Nominations shall include the member's reason for recommending a candidate for a merit award.
5. No person shall be awarded a merit award unless they have the unanimous support of the Board.
6. The candidate must satisfy at least one of the following criteria -
 - (a) Shown outstanding achievement in their field of endeavour.
 - (b) Demonstrated outstanding commitment to the health and wellbeing of the Club.
 - (c) Commitment to sports endeavours to the benefit of others.
7. Satisfaction of the criteria described above does not infer automatic awarding of a Merit Award. These criteria are for the guidance of the Board when assessing nominated candidates.
8. The nominee would normally be expected to have at least 10 year's membership of Glen Waverley Bowls Club.
9. These will be an initial intake of eight (8) members, thereafter not more than two (2) annually.
10. Recipients of this award are not entitled to any special privileges of the Club. (**December Board Meeting Minutes**).

GLEN WAVERLEY BOWLS CLUB INC.

MERIT AWARD – NOMINATION FORM

NAME OF NOMINEE:

Does the nominee satisfy both conditions of 6 & 8 criteria listed above?

If yes, in respect of condition 6 are you nominating them in respect of condition 6a, 6b or 6c?

Please specify:

Your reasons for nominating this member are (please specify a specific and detailed response). Has the nominee made a significant contribution in any other area of service to the Club that you believe should be taken into consideration by the Board?

YOUR NAME:

YOUR LENGTH OF MEMBERSHIP:

Signature:

Date;

4.15 CITY OF MONASH LEASING & LICENSING POLICY

As the Club is situated on Council land it is subject to the Leasing & Licensing Policy of the City of Monash and must meet the terms of the Community Infrastructure Guiding Principles.

4.16 GOOD SPORTS GUIDELINES

The guidelines outlined by Good Sports regarding Liquor Licensing, Alcohol Management and Smoking Management have been adopted as Club policies. (**September 2017 Board Meeting Minutes**).

4.17 ALCOHOL MANAGEMENT, SMOKING & TRANSPORT PLICIES

Details of these policies are displayed on the notice board next to the entrance to the bar. (**October 2017 Board Meeting Minutes**).

4.18 MEMORIAL GARDEN

In 2018 a Memorial Garden was established beside D Green with a cairn, on which plaques are to be mounted on it honouring deceased members. The criteria applied will be that the member received a merit award (or equivalent), or provided a significant individual contribution to the Club. (**August 2018 Board Meeting Minutes**).

4.19 DEALING WITH COVID 19 AND OTHER INFECTIOUS DISEASE PROTOCOLS

The Board of Management will implement any, and all, protocols advised by the Federal Government, the State Government, the City of Monash and Bowls Victoria.

4.20 CITY OF MONASH PROGRAMS

The Club will implement any programs required by the City of Monash. These include such programs as dealing with racism, vilification and any others advised from time to time.

4.21 NEW MEMBER PENNANT SHIRTS

Any member playing pennant for the first time will receive a pennant shirt at no cost. **(August 2024 Board Minutes)**

4.22 MAINTENANCE REPORTING

A facilities repair book will be placed on the slopes into which noted any items needing repair or replacement.

FINANCIAL

5.1 GOODS PURCHASED BY MEMBERS FOR CLUB USE

The Board will delegate responsibility for the purchase of goods and services to specified Club Members/positions from time to time. The monetary limits for these delegations of expenditure will also be specified.

Where possible the Club will provide a credit card to those members making regular purchases. These cards must not be passed to other members of the Club. **(June 2024 Board Minutes)**.

Receipt of the relevant goods or provision of the relevant services must be verified, and all invoices must be certified prior to passing to the Club Treasurer for payment.

5.2 GST SUB-ENTITIES

For the purposes of the “Goods and Services Tax” legislation of the Commonwealth and in accordance with instructions and guidelines issued by the Australian Taxation Office, the following non-profit sub-entities” are hereby established and created within the Club, namely: Raffles; Bar.

5.3 REFUNDS ON LEAVING THE CLUB

Except in exceptional circumstances, approved by the Board, no subscriptions are to be refunded to a member on leaving the Club. **(October 2013 Board Minutes)**.

5.4 SURCHARGE & SALE OF GOODS

Goods purchased by the Club for re-sale to members, such as badges, hatbands, etc., shall bear such surcharge (if any) as may be determined from time to time by the Board.

5.5 SOUTHERN INDOOR BOWLING CLUB PROCEEDS

The SIBC Board requested that the proceeds received from the Club should be used primarily for the purposes of the promotion and playing of the sport of bowls and specifically for the enhancement of physical and financial infrastructure in and around our Club and as a

negotiating tool in any merger discussions our Club may seek with other Clubs. (**March 2021 Board Meeting Minutes**).

5.6 CONDUCT OF RAFFLES

The Victorian Gambling and Casino Control Commission advises that the Club is declared to be a community or charitable organization effective from 7 July 2025. We can conduct a raffle where the prizes are valued at \$20,000 or less without prior approval if we comply with the conditions advised by the commission. (**July 2025 Board Meeting Minutes**).

6. GENERAL MATTERS.

6.1 RAINWATER CAPTURE AND IRRIGATION SYSTEM

FEATURES OF THE STORAGE FACILITY

The new storage installation comprises five 35,000 litre steel tanks with poly liners inside. The tanks are sited on the western banks of B and C greens, and numbered 1 to 5 from south to north. Each tank is interconnected in series at their base. Therefore, their contents self-level as rain and excess irrigation water is pumped in from the nearby collection pit. To facilitate maintenance, one or more tanks can be isolated from the system by shutting off the valve on the northern side of each tank. Periodic removal of sediment from the bottom of the collection pit and annual testing of water from the pit for contaminants leached from periodic greens' treatments has been recommended. Experience will determine the frequency of these tasks.

RAINWATER CAPTURE FEATURES

Rainwater flows into the collection pit from the north side gutters of the club house roof, but not from the south side gutters or the paving, or the car park. Rainwater also flows from the drains underneath A, B and C greens. Irrigation water not retained by the greens also flows into the collection pit via the greens' drainage system. Water collected in the pit is pumped into the storage tanks at a rate of 300 litres a minute. If the inflow rate is greater than the pumping rate, the water level in the pit rises to a point where the excess flows out into the nearby street stormwater drain. This water loss is not expected to happen unless a sustained downpour occurs. The pump is started and stopped by a floatation device in the collection pit when the water rises above or falls below a set level. If the 5 tanks are all full and the pump turn off float is not working (which often happens) then the tank overflows into the open gutter in the street at the rear. The pump must be switched off in the cabinet at the rear of the toilets. This problem can occur for 3 or 4 months in the winter. An indicator of the level of water in each tank is visible from the green side of each tank. If the collection pit pump is not working when the tanks are not showing as full, the likely cause is a tripped circuit-breaker. If this occurs, the circuit-breaker should be checked and reset. The circuit breaker is in the small cabinet on the external back wall of the green-side toilet block.

IRRIGATION SYSTEM FEATURES

Irrigation can be performed directly from the new rainwater tanks or from the existing mains water pressure tank at the rear of the Clubhouse. Whenever there is sufficient rainwater in the storage tanks, these should be used for irrigating the greens by having the red valve lever parallel to its pipe (open) and the blue valve lever at 90 degrees (closed) to the mains water pressure tank pipe. These levers are reversed when using the mains water pressure tank. The irrigation pump for the rainwater tank system is housed in a separate cabinet located between tanks 2 and 3. Two switches need to be turned on after the irrigation choices have been set in

the existing control panel between A and B greens. Regular backwashing of the irrigation filter system will be necessary using the polypipe hose provided. A water usage meter is installed in the rainwater tank irrigation system. Pre-and post-irrigation readings should be taken to record usage rates for each irrigation setting. This data, together with recent rainfall and climate conditions could be used to determine the best irrigation settings for optimum grass growth and green speeds throughout the outdoor playing season.

WATERING SYSTEM ADDITIONS

The mains water and rainwater irrigation systems is linked with the 22,000-litre polypropylene tank located at the rear of the Clubhouse. Including this storage facility (which is the only storage tank that can be filled from an external source) allows excess rainwater to be diverted into this tank when more rainfall is forecast or allow the excess tanker water (6,000 litres) to be pumped into the mains water tank or the rainwater capture tanks during a tanker fill, thereby avoiding any waste.

6.2 ANIMALS ON THE BOWLS CLUB PREMISES

No animals are permitted in the Bowls Club premises – excluding Guide and Service Dogs. **(August 2015 Board Meeting Minutes).**

STANDING ORDERS & RULES OF DEBATE

INDEX

- 1. Preface**
- 2. General Meetings, Election Procedures and Proxies**
- 3. Meeting Procedures and Rules of Debate**
- 4. Appendices**

SECTION 1. PREFACE

- 1.1 SOURCE OF AUTHORITY. The Standing Orders should be read in conjunction with the Rules and the By-laws. Standing Orders are binding on members until the Board of Directors rescind them
- 1.2 APPLICATION OF STANDING ORDERS. The Standing Orders and Rules of Debate as in force from time to time, shall apply to all the General Meetings of the Club, and may apply to meetings of the Board of Directors and appointed Club Committees and Sub-Committees, to such extent as may be relevant.
- 1.3 INTERPRETATION AND DEFINITIONS. In these Standing Orders, unless the contrary intention appears, the words and expressions shall have the same meaning as are ascribed to them by the Rules.
- 1.4 NON-COMPLIANCE WITH STANDING ORDERS. Non-compliance with a Standing Order shall not render any proceedings void unless the Voting Members at a General Meeting so direct.
- 1.5 LIST. The Standing Orders are arranged and listed approximately in the order in which events relating to a meeting occur.
- 1.6 NOTES. Some Standing Orders are expanded by Notes which appear at the end of the relevant subject.
- 1.7 APPENDICES. Specimen forms etc are shown in this section.

SECTION 2. GENERAL MEETINGS, ELECTION PROCEDURES AND PROXIES.

2.1 BALLOTS FOR ELECTIONS

- 2.1.1 Election of offices and/or positions as described in the Club Rules and By-laws shall be conducted in accordance with these Standing Orders.
- 2.1.2 All elections will be undertaken at the Annual General Meeting.
- 2.1.3 The Club Secretary will prepare appropriate ballot papers.
- 2.1.4 On each ballot paper there shall be shown the names of all candidates, the number of positions to be filled and the number of names to be deleted. To record a valid vote the names of the candidates not being voted for are to be deleted, leaving the exact number of names as there are vacancies, no more and no less.
- 2.1.5 The names of candidates for election to office shall be shown on the ballot papers in sequence as drawn by lot conducted by the Scrutineers.
- 2.1.6 All current financial full and life members are entitled to vote for all positions other than selectors. Voting for pennant selectors will be as set out in the Club By-laws.

- 2.1.7 Voting will be by secret ballot.
- 2.1.8 If two or more candidates for any vacancy receive an equal number of votes, the result shall be determined by lot conducted by the Scrutineers.
- 2.1.9 If the margin between votes cast for any two (2) candidates is less than five percent (5%) of their combined votes in a ballot, there shall be a recount.
- 2.1.10 Standing Order 2.1.9 shall not be deemed to restrict the right of the Scrutineers to conduct a recount of the votes in any ballot, at their absolute discretion.
- 2.1.11 Whenever nominations are to be taken at an Annual General Meeting, the following procedures shall be adopted:

The Chairman shall announce details of the vacancies to be filled at the meeting (namely the Offices and the number of vacancies) and, in respect of each separate Office, shall call for nominations of eligible candidates by eligible proposers and seconders;

In the event of only one valid nomination, the Chairman shall declare that candidate duly elected;

In the event of more than one valid nomination for any office, the Chairman shall call on the Scrutineers to conduct an election for that Office;

In anticipation, the Club Secretary shall have caused to be made available sufficient ballot papers to be distributed to eligible members, under the supervision of the Returning Officer, either as members arrive at the meeting or when it is found that a ballot is required;

The Scrutineers shall instruct the Members to WRITE IN the name of the candidate they wish to vote for.

The Scrutineers shall supervise collection of the ballot papers and then retire for the vote count.

When the result of the count is finalised, the Scrutineers shall certify the result and hand it to the Chairman who shall announce the name of the successful candidate and declare that person duly elected.

2.2 MEMBERS MAY BRING BUSINESS BEFORE A GENERAL MEETING

2.2.1 Club Policy determined by Members

A member may bring a matter before a Club General Meeting, either as an Ordinary Resolution or as a Special Resolution, by giving the relevant Secretary a written Notice of Motion of that business at least 7 weeks prior to the scheduled date of the meeting:

2.2.2 Procedure for General Business

General Business raised at a Club General Meeting shall take the form of a Question, a Comment or a Recommendation and shall be raised only by a member informing the relevant Secretary of the nature of the proposed business in writing to the Club Secretary at least 7 weeks prior to the scheduled date of the meeting

2.3 AGENDA

- 2.3.1 The Agenda and Order of Business at a General Meeting of the Club shall be in accordance with Club Rules and as outlined in the Manual of Procedure.
- 2.3.2 Should any matter of urgency arise a member may move “That Standing Orders be suspended” for a stated period to allow the urgent business to be brought forward on the agenda.

NOTE: The preparation of the agenda has two principal objectives;

- (a) To ensure that all items of business will be dealt with and considered in proper order; and
- (b) to give notice to Members of the business to be dealt with so they will not be taken by surprise and will have time to consider the proposed business, thus enhancing the quality of decisions taken by the meeting.

It is prudent for the Secretary to arrange the agenda in conjunction with the Chairman, but if this is not possible it should be checked for accuracy with another senior Officer.

2.4 PROXIES

- 2.4.1 Each Voting Member shall be entitled to appoint another Voting Member as his Proxy by notice given to the Secretary of the Club in the form shown in the Club By-laws.
- 2.4.2 The notice may direct the Proxy whether to vote in favour or against any motion or proposed resolution. The notice may also direct the proxy which candidates to vote for in the event of a ballot for a position.
- 2.4.3 To be effective the notice must be received by the Club Secretary not later than twenty-four (24) hours before the scheduled time for the meeting.
- 2.4.4 Prior to a meeting the Secretary shall inspect the proxies which have been lodged to ascertain their validity both as to form and time of lodgment, and as to the eligibility of the Appointee to act as Proxy.
- 2.4.5 Proxies shall be excluded for the purpose of ascertaining if a quorum of members is present at a meeting.
- 2.4.6 Proxy votes shall be included in the votes counted in both a Show of Hands and a Poll. The Appointee, acting as a Proxy, must attend the meeting for which they have been appointed, in order to cast a valid vote.

SECTION 3. MEETING PROCEDURES AND RULES OF DEBATE

3.1 THE CHAIRMAN

- 3.1.1 The following are the more important duties of the Chairman
The Chairman shall correctly open the Meeting with the statement “I now

declare this meeting open” or words to that effect.

He shall conduct the Meeting within the Rules and By-laws of the Club and these Standing Orders.

He shall preserve order and if this is impossible, adjourn the Meeting for a short period or until another day and leave the Chair.

He shall allow to speak all those entitled to speak within the framework of good conduct, the Rules, By-laws and Standing Orders.

With the consent of the majority of those present, the Chairman may terminate debate after reasonable discussion has taken place.

He shall announce the outcome of Motions.

Other than at the Club's Annual General Meeting he shall strive to have all the listed business of the Meeting effectively determined within the time allowed for the Meeting. If the Meeting appears likely to run over time, he shall call for a motion from the Floor on the most effective way of conducting the business in hand, such as an extension of time, deferment of specific items, or an Agenda alteration.

He shall ensure that an adequate record is kept of the proceedings of the Meeting and sign the Minutes of the previous Meeting.

He shall properly close the Meeting when business is completed or when the Meeting is out of control, with the formal statement “I declare this Meeting closed at (state the time)”.

He shall remain impartial throughout the Meeting.

A Chairman has no definite term of office and may be removed at any time. When a new Chairman is desired, the motion should be “that (another person, named) take the Chair.”

If the Chairman leaves the Meeting before the business is completed the Meeting may elect a new Chairman and complete the business which remains to be transacted.

3.2 RULES OF DEBATE

3.2.1 AUTHORITY OF CHAIRMAN AND CONDUCT OF MEMBERS

3.2.1.1 Any member wishing to speak shall rise and address the Chairman.

3.2.1.2 When the Chairman rises all Members shall be seated.

3.2.1.3 All remarks shall be addressed to the Chairman, and any question to another Member shall be put through the Chairman.

3.2.1.4 If two or more speakers rise, the Chairman shall call on the first one observed by him; subject to the power of the Meeting to resolve that another person be heard, and subject also to the Chairman’s prerogative to choose speakers alternately supporting and opposing the proposal.

3.2.1.5 No interruption of a Speaker is allowed except for three “formal” motions; and/or a Point of Order which must be taken immediately the alleged breach occurs.

3.2.1.6 POINT OF ORDER. A Point of Order shall be raised immediately the alleged breach occurs, even when another Member is speaking. The Member making the Point of Order shall put it in the form of a question and say: “Mr. Chairman is it in order that the speaker etc. etc?” He should state his objection briefly and not make a speech. Points of Order are allowed on these three grounds:

- (a) That the speaker is breaching the Rules, By-laws or Standing Orders.
- (b) That the speaking is going beyond the scope of the question.
- (c) That the Speaker is using unacceptable language.

The Chairman’s ruling on all Points of Order and Procedure shall be final unless a Motion is moved, seconded, and carried “that the Chairman’s ruling be disagreed with”. The Mover may speak briefly in support of his motion and the Chairman may explain why his ruling was given. The Chairman shall take the vote.

3.2.1.7 The Chairman of a General Meeting at which a quorum is present may, with consent of the Meeting, adjourn the Meeting from time to time and place to place without further notice.

3.3.2 MOTIONS AND AMENDMENTS – BASIC REQUIREMENTS

3.3.2.1 All Motions and Amendments should be handed to the Chairman in writing in the form of a Motion. They should be clearly expressed and capable of only one interpretation. If the Chairman (at his discretion), agrees to accept an oral motion, the Secretary should write it out at the Mover’s dictation. The Chairman should then read it aloud and ask the Mover to confirm it is correctly worded.

3.3.2.2 All motions and amendments shall be moved and seconded. If no Secunder is found the motion or amendment lapses.

3.3.2.3 A motion or amendment may be seconded, to allow discussion to take place, but the Secunder need not support the proposal.

3.3.2.4 An amendment should be relevant to the question and so framed that it forms, together with that part of the original motion which is unaffected by it, a sensible and consistent proposal. It shall not be a direct negation of the original motion. An amendment is a motion which seeks to make an original motion more acceptable to the meeting by altering it in some way. The following types of amendments are acceptable:

- (a) To leave out certain words.
- (b) To leave out certain words in order to insert others.
- (c) To insert certain words.
- (d) To leave out all the words after the (first) word “that” and substitute other words with a different meaning.

3.3.3 SPEAKING TO MOTIONS AND AMENDMENTS

- 3.3.3.1 A speaker shall keep to the question before the Meeting. A speaker who digresses from the subject may be called to order by the Chairman.
- 3.3.3.2 By permission of the Chairman a speaker may speak briefly in personal explanation of his own previous statement, but he shall keep strictly to the point which has been misunderstood. His explanation must not interrupt another speaker.
- 3.3.3.3 A speaker shall not speak twice to the same question (except in explanation) unless he is the Mover of the original motion exercising his right of reply. (See Note).
- 3.3.3.4 A speaker shall not move or second more than one amendment to an original motion.
- 3.3.3.5 The Mover and Seconder of a motion or amendment may speak to subsequent amendments.
- 3.3.3.6 An amendment shall not be moved or seconded by one who has already spoken to the original motion or a previous amendment.
- 3.3.3.7 A motion that “the meeting go into Committee” may be duly moved, seconded and carried so there shall be no restriction on the number of times one may speak to a question.
- 3.3.3.8 The Mover of a motion which is opposed may reply to the arguments raised before the motion is put to the vote, but he shall not raise new matter. His reply ends the debate if there are no amendments. If an amendment is moved the Mover of the original motion may speak to it and exercise his right of reply before the first amendment is put. The Mover of an amendment has no right of reply. (See Note)
- 3.3.3.9 There shall be no further discussion after a motion has been put to a vote. No amendment shall be moved after the substantive motion has been put to a vote.
- 3.3.3.10 A Member speaking to a motion or amendment shall be entitled to speak for not more than five minutes, EXCEPT if a speaker has an important contribution to make it is permissible for another Member to move that his time be extended.

NOTE: (Ref 3.3.3.3) FRESH MATTER. Although an amendment must relate to the matter involved in a motion and not to something else, it is not interpreted as the same matter and accordingly, being fresh matter, previous speakers are at liberty to speak to it.

3.3.4 LIMITATION ON MOTIONS AND AMENDMENTS

- 3.3.4.1 No motion shall be accepted by the Chairman which is the same in effect as one which has already been negated except on a Notice of Motion.
- 3.3.4.2 If a motion is capable of amendment in different ways the Chairman should ask for all amendments to be handed up in writing. He will then decide the order in which they will be moved, which will depend on where they will stand in the substantive motion if they are agreed to. No amendment can be accepted to the first part of a motion after the second or subsequent parts have been amended.
- 3.3.4.3 When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion.
- 3.3.4.4 Amendments are voted upon before the motion.

3.3.5 ACTION FOLLOWING A VOTE ON AN AMENDMENT

- 3.3.5.1 If the first amendment is negated the original motion again becomes open to amendment.
- 3.3.5.2 If the first amendment is carried, the motion as amended becomes the substantive motion and is again open to amendment. When the substantive motion is put to the Meeting and carried it becomes the Resolution.

3.3.6 AMENDMENTS TO MOTIONS ON NOTICE

- 3.3.6.1 Amendments may be moved to Motions on Notice provided they are within the scope of the Notice and can involve the Club in no greater obligations than the Notice specifies.

3.3.7 MOTIONS TO CLOSE A DEBATE (FORMAL MOTIONS)

- 3.3.7.1 A motion that “the meeting proceed to the next business” is used to shelve the matter under discussion and avoid a vote. It may be moved on either a motion or an amendment. If carried it terminates discussion on the matter before the Meeting. Business shelved by this resolution may be brought up at another Meeting.
- 3.3.7.2 A motion “that the question be now put” is used to close debate and have a vote taken. It may be moved on either a motion or an amendment. If used as an amendment, it affects only the amendment and does not prevent the Mover of the original motion exercising his right of reply.
- 3.3.7.3 A motion “that the speaker no longer be heard” is used to terminate an address by a speaker who has outworn the patience of the Meeting. If the motion is carried the speaker must cease speaking and resume his/her seat. The Chairman

should try to obtain a fair hearing for the speaker if he /she appears to be in order.

NOTE: These motions may be used to close a debate or to silence a speaker. They may be moved without previous notice by a person who has not previously engaged in the debate. They shall not be debated, amended or adjourned. They may be moved while another person is speaking.

3.3.8 ADJOURNMENT MOTIONS

3.3.8.1 Any Member who has not already spoken may move for the adjournment of the debate, the adjournment of the Meeting, or “that the Chairman leave the Chair”. The two adjournment motions may be amended, but only as to time and place. These motions may not be moved a second time until a reasonable period has elapsed.

3.3.8.2 No business shall be transacted at an adjourned meeting other than the business left unfinished at the Meeting at which the adjournment took place. Where a Meeting has been adjourned for twenty-eight (28) days or more a like notice of the adjourned Meeting shall be given as in the case of a General Meeting.

NOTE: (Ref 3.3.8.) A Motion for a brief adjournment may be appropriate to allow a Chairman to bring order to an unruly meeting.

3.3.9 WITHDRAWAL OF MOTION OR AMENDMENT

3.3.9.1 No Motion or Amendment which has been moved and seconded shall be withdrawn without the consent of the Meeting.

3.3.10 RESOLUTIONS

3.3.10.1 If the first amendment is carried the motion as amended becomes the substantive motion and is again open to amendment. When the substantive motion is put to the Meeting and carried it becomes the resolution.

3.3.10.2 Resolutions may not be rescinded until six (6) months have elapsed except on a Notice of Motion, notified in the same manner as prescribed in Rule 18 and Standing Orders.

3.3.10.3 Whether or not they are present at the relevant Meeting, all resolutions passed at:

- (a) a General Meeting of the Club shall be conclusive and binding on all Members of the club; and
- (b) a General Meeting of a Section shall be conclusive and binding on all Members of that Section.

3.4 VOTING ON MOTIONS AND CONDUCT OF A POLL

- 3.4.1 Voting on motions at General Meetings of the Club or its constituent Sections may be by either “Show of Hands” or by “Poll” (secret ballot).
- 3.4.2 Votes may be cast either in person or (as provided by Rule 22), by proxy votes which shall be included in the votes counted in both a show of hands and a poll.
- 3.4.3 Each member shall have only one vote on any question:
PROVIDED that the Chairman shall have both a deliberative and a casting vote but is not bound to exercise either. Where voting is equal, the Chairman may declare the subject motion or amendment to be “not carried”.
- 3.4.4 As provided by Section 29 of the Act, a Special Resolution shall be deemed to be “carried” where not less than three-fourths of the total valid votes cast (whether in person or by proxy) are in favour of the proposed Special resolution.
- 3.4.5 An Ordinary Resolution shall be deemed to be “carried” where not less than half of the total votes cast are affirmative; except in the case of a vote where a two-thirds majority is necessary.
- 3.4.6 The Chairman shall announce whether the vote resulted in the motion being passed or lost and, in the case of a motion for a Special Resolution being passed, the fact that it was “duly passed by the necessary three-fourths majority”.
- 3.4.7 A declaration by the Chairman that a motion or amendment has been “carried”, “ carried unanimously”, “carried by a three-fourths majority” or “lost” on either a show of hands or a poll, together with an entry to that effect in the minutes of the relevant meeting, shall be evidence of the fact so recorded, without proof of the number or proportion of votes cast in favour or against.
- 3.4.8 The following issues shall be resolved by poll:
- (a) all Special Resolutions;
 - (b) all issues involving individual members;
 - (c) where the Chairman believes the issue is too sensitive for a show of hands;
 - (d) where the result of a show of hands is too close to be decided accurately and rapidly, either in the opinion of the Chairman or at the request of not less than ten (10) voting members present; or
 - (e) on demand by not less than one-third of the voting members present.
- 3.4.9 A poll that is demanded on the election of a Chairman for the meeting or on a question of an adjournment shall be taken forthwith; however, a poll on any other question shall be taken at such time before the closure of the meeting as the Chairman may direct.
- 3.4.10 Prior to taking a poll on a motion or any proposed resolution, the Chairman shall appoint such number of Vote Counters as may appear to be necessary from eligible members present at the meeting:
PROVIDED that members of the Board of Directors or of a Section Committee and any persons who have moved, seconded or spoken on the subject motion shall not be eligible to be appointed as Vote Counters.

- 3.4.11 Members eligible to vote shall be provided with a voting paper or papers which shall contain a FOR/AGAINST choice in respect of each motion.
- 3.4.12 The Vote Counters shall:
- (a) collect the voting papers;
 - (b) retire to count the votes;
 - (c) certify the result in writing; and
 - (d) hand the written certification, together with the voting papers, to the Chairman who shall be responsible for their subsequent destruction.
- 3.4.13 The resolution of a poll shall be deemed to be resolution of the meeting and the actual number of votes cast on a poll for or against a motion or amendment shall remain confidential.