



Incorporation number: **376293**

**By-Laws of  
Turrumurra  
Women's Bowling Club**

**Version: 3.5  
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## 1. INTRODUCTION AND DEFINITIONS

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- 1.1 In pursuance of the powers conferred on it by Rule 36 of the Constitution (**Constitution**) of the Turrumurra Women's Bowling Club, the Management Committee makes the following By-Laws(**By-Laws**) for the regulation of the business and affairs of the Club.
- 1.2 For the purposes of these By-Laws, meanings shall apply to words and expressions and capitalised terms used but not separately defined in these By-Laws as specified in the interpretation provisions of the Constitution, unless the context otherwise requires or as defined below:

## 2. DUTIES OF MANAGEMENT COMMITTEE MEMBERS

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- 2.1 The Management Committee is responsible for implementing relevant guidelines, policies, and procedures of WBNSW.
- 2.2 President shall be ex-officio a member of all Committees except for the Selection Committee when selection is taking place.
- 2.3 Secretary shall:
- (a) keep accurate minutes of all proceedings at meetings of the Club;
  - (b) receive all moneys due to the Club and open all correspondence;
  - (c) keep a register of Members including dates of birth;
  - (d) furnish a report of the Club's activities for the Annual Report;
  - (e) arrange for a copy of the Annual Report and Financial Statement to be issued to each financial Member of the Club and to the Club Limited;
  - (f) notify Members per medium of the notice board of matters of which notification is necessary arising from Management Committee Meetings, including State, Region, and District fixtures;
  - (g) manage all notices placed on the notice board including copy of draws for all District, Region, and State events (where applicable);
  - (h) receive entries and fees for District events and forward to District;
  - (i) issue clearances, on request, immediately and in accordance with instructions set down from time to time by WBNSW;
  - (j) receive clearances and deal with same in accordance with instructions set down from time to time by WBNSW; and
  - (k) carry out any additional duties as listed in the Club Constitution.

All correspondence shall be directed to and answered by the Secretary under the direction of the Management Committee and tabled at the next Management Committee Meeting.

#### 2.4 Treasurer

- (a) Where a Club processes all income through the Club Limited the Treasurer shall:
  - (i) receive and deal with the day to day finances of the Club in accordance with the direction of the Club Limited; and
  - (ii) furnish to each Management Committee Meeting and each General Meeting a report of the day to day finances of the club, such as green fees and raffles etc. They shall also report on income for Carnivals and Special Days and any other sundry income that is processed through the Club to the Club Limited as per Cash Handling Policy.

#### 2.5 The Delegate to the District shall:

- (a) attend meetings of the Club's relevant District Association and correctly report to the Management Committee and members on rulings and proceedings at all District Meetings;
- (b) vote when necessary in accordance with the instructions given by the Management Committee and speak at the District Meeting upon a subject if instructed to do so by the Management Committee; and
- (c) when required vote on their own initiative.

Should the Delegate be unable to attend a meeting of the District, the Secretary may appoint a deputy to act at such meeting.

#### 2.6 Vacancy of President

Should the office of President become vacant less than (6) months prior to the Annual General Meeting, an acting President shall be elected at a Special Meeting of the Management Committee called for that purpose. The elected Member Player shall have all the powers and privileges of a duly elected President. In any other case a President shall be elected under the terms of the Club Constitution.

### 3. **COMMITTEES**

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#### 3.1 Match Committee

- (a) The Match Committee shall consist of no more than 5 members, who must all be Member Players.

- (b) The Match Committee shall, when requested by the Management Committee:
  - (i) arrange Club fixtures for the season, subject to the approval of the Management Committee;
  - (ii) attend to District and State fixtures;
  - (iii) after selection, attend to pennant cards and supervise the draw for rinks and opposing teams by managers;
  - (iv) arrange for markers to be available for singles championships as required; and
  - (v) arrange lists for Inter-club games and special days.
- (c) The Chair of the Match Committee shall be responsible for appointing the Controlling Body.

### 3.2 Selection Committee

- (a) The Selection Committee shall consist of no more than 5 members, who must all be Member Players.
- (b) The Selection Committee shall,
  - (i) select teams for social play on ordinary days and fill in cards for same;
  - (ii) select sides for pennant play in accordance with direction from the Management Committee on the number of sides to be selected; and
  - (iii) present pennant sides to the Management Committee for information.

### 3.3 Social Committee

- (a) The Social Committee shall consist of no more than 10 members, who must all be Member Players.
- (b) The Social Committee shall, under the direction of the Management Committee:
  - (i) manage all catering arrangements for social and pennant play; and
  - (ii) roster Members to help with catering on special days.

#### 4. **GENERAL**

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- 4.1 The Club may decide to combine the Selection and Match Committees into one Committee if it sees fit. However, if the Management Committee does so, such Selection and Match Committee shall have no more than 7 members, who must all be Member Players.
- 4.2 The Management Committee may appoint
- (a) a Communications Officer
  - (b) a Welfare Officer; and
  - (c) any other non-management committee it sees fit.
- 4.3 A member may hold one Management Committee position and one Committee position simultaneously where it is deemed to be necessary for the proper advancement, management and administration of the Club.
- 4.4 The Management Committee has the power to appoint a Chair of any Committee should such Committee fail to elect its Chair within fourteen (14) days of its election.
- 4.5 At any one time, there may not be more than two Vice Presidents of the Club.

#### 5. **COMMUNICATIONS OFFICER**

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- 5.1 If appointed, the Communications Officer shall:
- (a) attend to all communications as directed by the Management Committee and shall be the only Member authorised to submit articles to BNSW and The TBC Gazette.