

DUNSBOROUGH & DISTRICTS COUNTRY CLUB (INC.)

BY-LAWS FOR THE BOWLS SECTION (Revision May 4, 2025)

1) NAME OF ORGANISATION

- a) Under the Rules of the Association of the Dunsborough & Districts Country Club (Inc), hereafter called "the Club", a Sub Section has been formed and is known as the Dunsborough & Districts Country Club (Inc) Bowls Section, hereafter called the "Bowls Section".
- b) The Bowls Section shall form a Sub-committee of the Club to be known as The Bowls Section Committee and shall report to and be directly responsible to the Management Committee of the Club.
- c) The purpose of the Bowls Section Committee shall be to manage, administer, promote, and organise the conduct of the sport of Bowls on the facilities provided by the Club subject to the rules and regulations of the Club, the sport, and its governing bodies.
- d) To achieve this purpose, the authority for the management of the operations of the Bowls Section shall be vested in the Bowls Section Committee, consisting of the Office Bearers defined in Section 5.
- e) The Bowls Section through the committee shall affiliate itself with Bowls WA. Members shall recognise and accept Bowls WA's Constitution and By-Laws and shall make all decisions consistent therewith.
- f) The Bowls Section Committee shall hold meetings as considered necessary and shall determine its own procedures, subject to the Clubs Constitution and Bylaws. The Committee may call General meetings of bowling members from time to time to inform them of Bowls WA matters or to discuss other matters.

2) MEMBERSHIP

- a) There shall be 3 categories of membership of the Bowls Section:
 - i) Ordinary (or Full) Member – a male or female who is a full financial member of the Club and recorded for playing bowls. An Ordinary Member has voting rights for the Bowls Section, is affiliated with Bowls WA, has the right to play pennants and club championship events, and the right to play at any other affiliated clubs within Australia.
 - ii) Casual Member - a male or female who is a full financial member of the Club and recorded for playing bowls. A Casual Member can use the bowling greens and facilities in the same way as an Ordinary Member, but does not have voting rights in the Bowls Section, is not affiliated with Bowls WA, and cannot play in pennants and club championship events and does not have playing rights at other clubs affiliated within Australia.
 - iii) Junior Member - a male or female who is a full financial member of the Club and recorded for playing bowls and under the age of 18 as of 31st October in that membership year. A Junior Member does not have voting rights for the Bowls Section, is affiliated with Bowls WA, and has the right to play pennants and club championship events, and the right to play at any other affiliated clubs within Australia.
- b) The annual subscription for the categories of membership of the Bowls Section as above shall be set in line with the fees set by the Management Committee of the Club and the Management Committee of the Bowls Section.

3) ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Bowls section shall be held on or before (and as close as practical to) 1st May each year.
- b) Notice of the Annual General Meeting shall be given by a Notice displayed on the Bowls Section Notice Board at least twenty-one (21) days prior to the date of the meeting. All committee positions will be declared vacant, and elections will take place as per item 14.
- c) At the Annual General Meeting all financial members (except for junior and casual members) are eligible for election to the Bowls section committee.

4) SPECIAL GENERAL MEETING

- a) A Special General Meeting by way of a motion can be called by the Committee of the Bowls Section.
- b) Notice to members of a Special Meeting by way of motion called by the Committee shall be posted on the Notice Board not less than 14 days before the meeting.
- c) A Special General Meeting can also be called when the Bowls Section Committee receives a Petition or Motion in writing, signed by not less than ten (10) members of the Bowls Section and clearly stating the reason or reasons for requesting the Special General Meeting. Such a meeting must be convened by the Bowls Section Committee within ten (10) days of the Petition being received by the Bowls Section Committee. Only business directly related to the Petition or Motion will be dealt with at that Special General Meeting.
- d) Notice to the members of a Special General Meeting called by way of a Petition shall be posted on the Bowls Section Notice Board not less than seven (7) days before the date of the meeting.
- e) A Quorum for both the Annual General and a Special General Meeting shall be at least 20% of the financial Ordinary Members of the Bowls Section.
- f) In the event of there not being a Quorum present at any such meeting, the meeting shall be adjourned for a period of one week.
- g) Should there not be a quorum present at the subsequent meeting one week later, the meeting shall proceed without a quorum.

5) POSITIONS OF OFFICE OF THE BOWLS SECTION COMMITTEE.

- a) The Bowls Section Committee shall consist of the following 10 positions:
 - (i) Chairperson
 - (ii) 2 x Vice Chairpersons (Male & Female)
 - (iii) Secretary
 - (iv) Treasurer
 - (v) 2 x Captains – (Male and Female)
 - (vi) Chairperson of the Greens Sub-Committee
 - (vii) Chairperson of the Selection Committee
 - (viii) 1 x general Committee Member
- b) These positions, except for the Chairperson of the Greens and the Chairperson of the Selection Sub-Committees, will be filled by election at the Annual General Meeting of the Bowls Section. However, should it be deemed necessary, the Bowls Section Committee is empowered to approach and appoint another member to be a part of the Committee, with full voting rights, up to the next Annual General Meeting.

- c) The Bowls Committee may nominate 2 men and 2 women to be Delegates to meetings of the Leeuwin League and if required the Southwest League.

6) ROLE OF CHAIRPERSON

- a) Represents the Bowls Section when required.
- b) Chair Meetings of the Bowls Section Committee
- c) Oversee the Committee and sub-committee portfolios.
- d) Attend Sub-Committee meetings in an ex-officio capacity if required.
- e) Address any Member's concerns regarding Bowling Section governance.
- f) Welcome address at events and club carnivals (In liaison with Captains)

7) ROLE OF VICE CHAIRPERSON(S)

- a) Assist the Chairperson and develop knowledge and skills required to enable taking on the Chairperson role in the future.
- b) Deputise for the Chairperson in their absence or when necessary.

8) ROLE OF SECRETARY

- a) Maintain a record of the current by-laws of the Bowls Section.
- b) Maintain a record of minutes from meetings of the Bowls Section Committee
- c) Maintain a copy of relevant rules, conditions of play, etc. for Bowls WA, Leeuwin League, and Southwest League.
- d) Send notices and agendas of Bowls Section Committee meetings; copies of any documents relevant to meeting agendas; and minutes from the previous meeting to Bowls Section Committee members at least four (4) days prior to the meeting.
- e) Take minutes of the Bowls Section Committee meetings, recording those present, the items of business discussed and the results of voting on any motions.
- f) Be responsible for all Bowls Section correspondence incoming and outgoing. This will include "thank you" letters to Sponsors. (A list of sponsors to be supplied from Match Committee)
- g) Communicate to Bowls Section members as required by the committee.

9) ROLE OF TREASURER

- a) Produce financial reports of the Bowls Section for presentation to the Bowls Section Committee.
- b) Liaise with the Membership Officer of the Club regarding membership payments.
- c) Liaise with the Club Treasurer to record all income and expenses of the Bowls Section.
- d) Ensure all Pennant Managers are aware of their responsibilities in collecting fees and the recording thereof.
- e) Send invoices to Sponsors of competitions and carnivals.

10) ROLE OF CAPTAINS (Male & Female)

- a) Oversee operations of Men's & Women's bowls respectively.
- b) Attend Bowls Section Committee meetings.
- c) Work together to prepare a calendar of club events and fixtures for the year.
- d) Appoint their respective Vice Captains and Match Sub-Committee members.
- e) Chair respective Men's & Women's Match Sub-Committee meetings.

- f) **Notify (in liaison with Secretary) sponsors of club events and carnivals.**
- g) **Welcomes participants in club carnivals and club championships (in liaison with Chairperson) and announce Conditions of Play for these events.**
- h) **Announce and publish winners of club championship and carnival events.**

11) ROLE OF VICE-CAPTAINS (Male & Female)

- a) **Assist their Captains in duties listed in section 10.**
- b) **Deputise for the Captain at Bowls Section Committee meetings and other Sub-Committee meetings as required.**
- c) **Develop knowledge and skills required to grow into and take on the role of Captain in the future.**

12) ROLE OF CHAIRPERSON OF GREENS SUB-COMMITTEE

- a) **Oversee the operations of the Greens Sub-Committee, ensuring their duties as described in section 18 (d) are carried out.**
- b) **Attend and represent the Greens Sub-Committee at the Bowls Section Committee meetings.**
- c) **Develop and recommend to Bowls Section committee rules and policies for the protection of bowling greens and grounds.**

13) ROLE OF CHAIRPERSON OF SELECTION SUB-COMMITTEE

- a) **Responsible for overseeing the operations of the Selection Sub-Committee(s), and reports on behalf of the Selection Sub-Committee to the Bowls Section Committee.**
- b) **Determine and make known the selection policy for the selection of their respective pennant sides.**
- c) **Oversees and Chairs, or appoints a delegate, for selection meetings for the leagues in which Dunsborough participates.**
- d) **Post selected teams on the team board and emailed to players.**
- e) **Liaise with Greens Committee on selection of greens and rinks for home pennant games.**
- f) **Post pennant results on the board in Foyer.**
- g) **Ensure team managers are aware of their duties and pennant results have been given to their respective pennant recorders for recording.**

14) ELECTION OF OFFICERS

- a) **All office bearers (except as in 5 (c)) shall be duly elected to their positions by voting at the Annual General Meeting, and should a tie ensure on any vote, then the vote must be taken again to endeavour to obtain a result.**
- b) **Nominations for positions on the Bowls Committee shall be in writing on the prescribed form, which will be publicly displayed on the Bowls Section notice board twenty-one (21) days before the Annual General Meeting.**
- c) **In the absence of enough nominations for any position, nominations for the vacant position may be accepted by a verbal nomination from the members present at the Annual General Meeting. Should a member be nominated who is not at the meeting, then the nomination can be accepted with the proviso that the nominated member accepts or refuse the position within seven (7) days of the said meeting.**
- d) **Newly elected officers will commence their term of office at the first meeting of the Bowls Section Committee after the General Meeting.**

- e) A motion of "No Confidence" in an office bearer carried by not less than a two-thirds majority of the members present at a Special General Meeting shall automatically remove that member from office.
- f) The Bowls Section Committee shall be empowered to fill any vacancy on the Bowls Section Committee with another member. Should the position of Chairman become vacant, then the Vice Chairman will fill this vacancy until such time as a new Chairman is appointed by the remainder of the Bowls Section Committee OR by Special General Meeting called for that purpose.
- g) All disputes that arise and cannot be resolved by the Bowls Section Committee will be referred to the Management Committee of the Club.

15) THE BOWLS SECTION COMMITTEE

- a) The Bowls Section Committee shall be comprised of the Office Bearers duly elected at the Annual General Meeting as specified in Section 5, together with the Chairpersons of the Greens and Selection Sub-Committees.
- b) The Bowls Section Committee meetings shall be held once every month on a date to be determined by the Committee unless decided otherwise.
- c) All bowls members may attend meetings of the Committee but are unable to vote. They may take part in discussions as directed by the Chairman.
- d) The Chairperson or Secretary of the Bowls Section Committee may call a Special Meeting of that Committee, provided that three clear days' notice of the date of the meeting is given to all members holding office on the Committee, and that date is posted on the Notice Board.
- e) Any member who holds office on the Bowls Section Committee or any bowls sub-Committee and fails to attend three consecutive monthly meetings of that Committee or Sub-Committee (excluding Special Meetings) shall be deemed to have forfeited such position. Non-attendance is excepted with a Leave of Absence, but NOT an apology.
- f) The Bowls Section Committee may, at its discretion, approach and appoint another member to fill a vacancy for the remainder of that year.
- g) A Quorum at the Bowls Section Committee shall be not less than 50% of the Committee.

16) DELEGATES - BOWLS WA AND ANY LEAGUE

- a) Bowls WA: The Bowls Section Chairperson or other representative(s) appointed by the Bowls Section Committee will represent the Club at the Bowls WA Annual General Meeting or any other function of Bowls WA where club representation is needed.
- b) Leagues: The Bowls Section Committee shall appoint men and women delegates to represent the Club at all League meetings and functions when required.
- c) League delegates should advise the Bowls Section Committee, if there is sufficient notice and time, of any matters scheduled for a league meeting that requires the consideration and decision by the Bowls Section Committee.
- d) Delegates or their proxies will supply a written report to the next monthly meeting of the Bowls Section Committee,

17) SELECTION SUB-COMMITTEES

- a) There shall be one Selection Sub-Committee, which will be responsible to the Chairperson of the Selection Sub-Committee as per clause 13. The Selection Sub-Committee reports to the Bowls Section Committee through its Chairperson.

- b) All members of the Club who are entitled to vote are eligible to participate in the process of nomination and election of the Selection Sub-Committee.
- c) The Selection Sub-Committee shall consist of at least six (6) and no more than eight (8) members who will be elected from nominations for a position as presented and voted on at the Annual General Meeting.
- d) There will be a minimum of two (2) female and three (3) male members of the selection sub-committee.
- e) The role of the Selection Sub-Committee is to select teams and players for the league pennant, inter-league and league championship competitions in which Dunsborough participates.
- f) At their first meeting after the Annual General Meeting, they shall elect a chairperson.
- g) The Chairperson, in collaboration with the members of the sub-committee, shall determine the allocation of selectors for the league events in which Dunsborough participates.
- h) Should a vacancy occur, then this vacancy can be filled by the Bowls Section Committee.
- i) A Quorum at the Bowls Section Selection Sub-Committee, or any other Bowls Section Sub-Committee, shall comprise at least 50 % of the members of the Subcommittee concerned.

18) GREENS SUB-COMMITTEE

- a) The Greens Sub-Committee shall consist of at least three members who will elect a Chairperson. They shall be elected from nominations for a position as presented to the Annual General Meeting.
- b) Should a vacancy occur, then this vacancy can be filled by the Bowls Section Committee.
- c) The Greens Sub-Committee shall control the use of the bowling greens and advise Match and Selection Committees on matters relating to the use of the greens.
- d) The duties of the Greens Sub-Committee are:
 - i) Maintain greens and surrounds to a standard acceptable to the Bowls Committee.
 - ii) Arrange for placement of mats, jacks, windsocks, flags etc ready for games and removal and storage of same after games.
 - iii) Ensure scoreboards on active rinks on pennant and carnival/open days are 'zeroed' and chalk available on scoreboards.
- e) The Greens Sub-Committee are empowered to request assistance from other members to help them with their duties as and when required.

19) MATCH SUB-COMMITTEES

- a) There shall be two (2) Match Sub-Committees, a Men's and Women's.
- b) Each of these two Match Sub-Committees will consist of the respective Men's & Women's Captains, Vice-Captains and up to two (2) other members who will be selected by the respective Captains.
- c) The Men's and Women's Captains shall be the Chairperson of their respective Match Sub-Committees.
- d) Match Sub-Committees will meet as required to organise and conduct club bowls events.
- e) A quorum for a match committee meeting will be at least 3 (three) members.
- f) The Match Committees shall:
 - i) Work together or separately when appropriate, to arrange Club competitions, social matches, Inter-Club play, matches under the auspices of Bowls WA and other such events that may be determined by the Bowls Section Committee.

- jj) Be empowered to determine the Conditions of Play for any matches under its control as per the Rules of Bowls WA.
- iii) Be empowered to co-opt members to assist them with their duties as and when required.

20) SOCIAL SUB-COMMITTEE

- a) A Social Sub-Committee consisting of three (3) members may be appointed by the Bowls Section Committee and shall appoint their own Chairperson.
- b) The Social Sub-Committee shall:
 - i) Arrange social and entertainment functions of the Bowls Section in liaison with the Club Management and the Bowls Section Committee.
 - ii) Be empowered to co-opt members to assist then with their duties as and when required.

21) CONDUCT OF MEMBERS

- a) If the Bowls Section Committee is made aware that a member has misconducted himself or herself on the greens or any area of the Club premises, the Bowls Section Committee has the authority to administer a reprimand either verbally or in writing and also in its discretion, after hearing the member, to disqualify such member from participation in any one or more bowling events of the Club, or bowling events in which the Club is participating.
- b) Subject to 20 (a), if any further action needs to be taken with any misconduct, then the matter will be referred to the Club Management Committee.
- c) If a member is suspended or expelled by the Club Management Committee, then Bowls WA shall be notified of its decision.

22) DRESS CODE

- a) Correct bowling attire, as approved by Bowls WA must be worn at the following times:
 - i) When any games under the control of Bowls WA are being played on the Club greens
 - ii) When playing organised games arranged by the Match Committee or under the direction of the Bowls Section Committee.
 - iii) 'Mufti' to be allowed when playing social bowls.

23) FOOTWEAR

- a) Members and visitors shall always wear smooth rubber soled heel-less shoes or footwear, or bare feet, whilst playing on the Club greens.

24) GAME RULES

- a) All games shall be conducted in accordance with The Laws of Bowls and Bowls WA Rules.
- b) Or as decided by the match committee on the day.

25) DELIVERY OF BOWLS & PROTECTION of GREENS

- a) When delivering their bowls, players will do so in such a way as to avoid marking or damaging the greens surface and must not drop a bowl on the green.
- b) All players must adhere to all rules regarding the avoidance of damage to greens.

26) COMPLAINTS RELATING TO BOWLS AND/OR GREENS

- a) All complaints in the first instance will be directed to the Sub-Committee responsible for the type of complaint. If satisfaction or resolution is not met, the complaint shall be submitted in writing to the Chairperson of that Sub-Committee, who in turn will present the complaint to the Bowls Section Committee. The decision on the complaint by the Bowls Section Committee shall be final and the member raising the complaint will be notified by the Secretary in writing of the decision within seven days of the meeting that dealt with the complaint. The Bowls Section Committee has the right to request the complainant to attend the meeting of the Committee to clarify and discuss the complaint.

Should the complainant refuse a request to attend the meeting, then the matter will "lay on the table" with no action being taken.

27) RIGHTS OF PLAY

- a) Subject to the rights reserved to the Bowls Section, Match or Greens Sub-Committees in these By Laws, members shall, during practice sessions, have the right to play games until all available rinks are utilised. When this is the case, waiting players shall be entitled to participate on any of the vacant rinks where games are in progress, subject to the approval of the umpire of the day.

28) SPECIAL AND PRIVATE GAMES

- a) No member has the right to inaugurate any special or private game or competition without first making an application to The Bowls Section Committee. Should any such game interfere with any Club or Bowls Section match or competition, then the scheduled Club game will always take preference. match or competition, then the scheduled Club game.

29) RESERVED RINKS

- a) The green, or such rinks of it, as may be required for competitions or matches, shall be reserved by the Match Committee. No member shall have the right to play on any rink so reserved unless he is actively taking part in the competition or match for which the reservation was made.

30) RIGHT TO ENTER COMPETITION

- a) Every member of the Bowls Section shall have the right to enter any social competitions or matches instituted by the Bowls Section, except for Club Championship events as defined below.
- b) Entry into all Club Championships will be open to Ordinary and Junior members of the Bowls section, except for members who are also members of another bowling club and play pennants at that other bowling club and have entered club championships at that other club.
- c) Entry into Club Veteran's Events will only be open to members who qualify as a Veteran as defined by the age set in the By-Laws of the Leeuwin League.
- d) Entry into a Club Novice event is open only to a first or second-year player and has not won a Novice Championship.

31) CHILDREN IN VICINITY OF GREENS

- a) No child shall be allowed on the precincts of the greens unless accompanied by and under the control of an adult.
- b) No child shall be allowed on any green unless sanctioned to do so by the Bowls Section Committee or the Match Committee.

32) JUNIOR BOWLERS

- a) Every effort will be made to encourage and promote Junior Membership and give junior bowlers an opportunity to take part in suitable bowls events, The Bowls Section will liaise with schools in the promotion of student bowls and provide members to organise and assist in this activity.

33) SPONSORSHIP

- a) Sponsors will be contacted, preferably personally (or by email or post), thanking them for past sponsorship and asking if they are prepared to continue their sponsorship.
- b) Sponsors will be given a Sponsorship Agreement if required.
- c) Sponsors will be sent a letter of appreciation, and an invitation to present their prizes on the final day of the event.
- d) Sponsors will be sent an invoice if required by them.

34) INTERPRETATION OF BY-LAWS

- a) Should any member question the validity of these By-Laws, he should contact the Bowling Section Committee and put their opinion. If after the Bowling Section Committee has made its decision, and the member wishes to take the matter further, then it is the member's right of appeal to approach the Club Management Committee.

35) AMENDMENTS OF THESE BY-LAWS

- a) These By-Laws may only be amended by the Bowls Section Committee calling a Special General Meeting for that purpose only (see 4 (a), (c) and (d) of these By-Laws), or by Notice of Motion at an Annual General Meeting of the Bowls Section.
- b) Any notice of motion must be in writing to the Secretary and be displayed on the notice board for 1 (one) week prior to the AGM or any Special Meeting.

The above By-Laws were last amended and approved by the members at the Annual General Meeting on May 4, 2025.

Signed: 
Keith Bowden, Chairperson

Signed: 
Linton Thomas, Secretary