

Safety Bay Petanque Club

By-Law 1: General Rules - Members and Visitors

1. In this By-law:

“the grounds” means the area leased by the Club from the Safety Bay Bowling Club

“the shed” means the Petanque Club’s clubhouse located on its leased area

2. Alcohol

Alcohol may be consumed around the grounds, however consumption is not permitted on the playing surface, or whilst competing in an interclub competition.

‘Bring your Own’ (BYO) alcohol is not permitted anywhere on the grounds, as this contravenes the local licensing laws.

3. Smoking

Smoking, including e-cigarettes, is not permitted within our grounds, our shed, the bar or any part of the Bowling Club. Smoking is only permitted in the car park or outside the boundary fence.

4. Visitors

Visiting players are required to enter their names, sign the Visitors’ Book and to pay the required fee of \$5 per visit for a maximum of 3 visits, which provides them with insurance cover when they play. After which they must decide if they want to join the Club.

5. Mobile Telephones

Mobile phones must not be used on the playing surface, as this contravenes the rules of the Petanque Federation of Australia. At all other times, any use of mobile phones should be considerate of the quiet enjoyment of other players and spectators.

Safety Bay Petanque Club

By-Law 2: General Rules – Members

1. Donations

Donations placed in the Club's Donations Box are gratefully received and will remain anonymous.

Any donation handed to the Treasurer will be recorded in the accounts of the Club.

Other items will be gratefully accepted by the Club, following discussion with the President.

2. Inappropriate Behaviour

Inappropriate behaviour within or when representing the Club is not acceptable and may lead to Disciplinary Action being taken, as set out in the Club's Constitution/Rules.

3. Members' Personal Information

Members' email addresses or telephone details will not be made available without the Member(s) consent (refer to members' personal information policy).

4. Arrival Time

Members are requested to arrive at least 15 minutes before play is due to start, to assist in organising the draw for the first game. Players arriving later will miss the first game, as the draw will have then been completed.

5. Dress Code

Shoes -It is recommended that enclosed shoes are worn at all times and are compulsory during interclub competitions.

Hats – Members are advised that hats must not be worn inside the Bowling Club.

6. Purchasing Policy

All items purchased on behalf of the club will be fully refunded on production of a receipt, provided that they have prior approval of either the President or Treasurer.

7. Membership Fee Refunds

Once membership fees have been paid, there will be no refunds, other than in exceptional circumstances.

8. Committee membership

The President may serve for a maximum of 4 years.

Membership Secretary/Treasurer's Assistant.

The Committee discussed the position of Membership Secretary/Treasurer's Assistant and all agreed that it should be added to the By-Laws and be up for nomination at the AGM.

9. Members Social Activities

Club social activities are restricted to Full Club members and their partners.

10. Membership bank account

Treasurer's assistant (Membership Secretary) is authorised to be a signatory for the membership bank account.

11. Social Media Policy

Social Media is a vital part of the club's communications network providing members with a means to communicate directly with their committee and for the committee to provide general information and updates on club matters. Social Media is a great asset however its misuse can also be very disturbing and corrosive through inappropriate material, unnecessary commentary, and misinformation.

The Club launched our WhatsApp site to enable a quick way to communicate with our members regarding upcoming events such as competitions and important updates. As our WhatsApp and Facebook pages are a club membership means of communications they are not to be used as a vehicle to air perceived problems with the running of our club or uninformed criticism.

All personal concerns, suggestions, and questions in relation to the club's operations and management are to be addressed via email to the secretary (safetybaypetanque@gmail.com). All correspondence will be aired during your committee's monthly meetings for discussion to generate an informed response to the individual and where necessary to all members.

Inappropriate material such as jokes, or social commentary are not to be entered on our Pétanque social media sites. With our diverse membership our members have differing beliefs and sensitivities therefore only materials relevant to our club, wider PWA or pétanque is to be added to our club's social media pages. Social comments and jokes that are funny to you may well be offensive to our other members.

The misuse of the club's social media cannot be condoned. Your committee will discuss breaches with this policy with the members and repeated abuse of our club social media will result in access to our valuable social media sites removed.

Safety Bay Petanque Club

By-Law 3: Sub-Committees

1. Establishment

The Committee hereby establishes two Sub-Committees as per the Constitution 2017 (Rule 8):

- the **Match Sub-Committee**
- the **Social Sub-Committee**.

2. Roles and Duties

The **Match Sub-Committee** is responsible for:

- Managing the draw before games on Club days.
- Organising and running the control table for competitions.

The **Social Sub-Committee** is responsible for:

- Organising the catering arrangements when the Club host competitions or at other events.
- Organising a variety of social events for members.

Any other matters should not be considered at any Sub-Committee meeting, but referred to the Committee.

3. Membership

Club Members who are available for meetings 1 hour before play are invited to nominate themselves for membership of Sub-Committees at the Annual General Meeting and will remain in office until the next AGM.

The maximum number of members of each Sub-Committee is 8%. In the event of there being more nominations than the required number, a ballot will be conducted.

4. Chairperson

Each Sub-Committee will have a Chairperson, who will either be elected by the Sub-Committee at their first meeting, or appointed by the Committee, as per Rule 8 of our constitution. However, the President has the discretion to be 'ex-officio' Chairperson of a Sub-Committee as an extra member, and may attend all Sub-Committee meetings.

In the absence of a Chairperson attending any meeting, the Sub-Committee shall elect one of its members to chair that particular meeting.

5. Notice of Meetings

Reasonable notice will be given to all Sub-Committee members, President and Secretary prior to a meeting

6. Minute Taking

Each Sub-Committee shall ensure that all decisions and recommendations of each meeting are recorded in the Minutes of each meeting. These are then to be provided to the Club Secretary within 3 working days of the meeting, so that they may then be circulated to all members. If the President is not present at a Sub-Committee meeting, the Chair of the Sub-Committee shall provide a short oral summary of the meeting to the President as soon as reasonably convenient following the meeting.