

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 and sign the Visitors’ Book and to pay the required fee for a maximum of 3 visits in a fiscal year, which provides them with insurance cover when they play.

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.

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.

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.