



KALAMUNDA DISTRICT BRIDGE CLUB INC.

BY-LAWS

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3



BY-LAWS OF THE KALAMUNDA DISTRICT BRIDGE CLUB INC.

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BY-LAWS OF THE KALAMUNDA DISTRICT BRIDGE CLUB INC.

1. INTRODUCTION

The By-Laws of the Kalamunda District Bridge Club Inc. are established under Rule 21 of the Constitution and supersede all previous By-Laws. Members of the Club wishing to ascertain the status of any By-Law should check with the President or Secretary. The current version of the By-Laws is available on the Club website.

1.1 Document Availability

All Club Management documentation will be available to Members for their review as follows:

1. A hard copy of the current Club Constitution, By-Laws, Competition Regulations and World Bridge Federation Laws of Duplicate Bridge are available at the Club.
2. The Club website has a folder containing the current Club Constitution, By-Laws, Competition Regulations and World Bridge Federation Laws of Duplicate Bridge.
3. The Act is available to download from the State Law Publisher's website at https://www.slp.wa.gov.au/legislation/statutes.nsf/law_a147082.html.
4. Members who do not have access to the internet may ask the Management Committee for access to the relevant information.

1.2 Definitions

In these By-Laws, terms have the same meanings as defined in the Constitution. In addition:

Act means the *Associations Incorporation Act 2015*.

By-Laws for the Club mean this document and the Competition Regulations.

Club means the Kalamunda District Bridge Club Inc.

Committee means the Management Committee

Constitution means the Kalamunda District Bridge Club Inc. Constitution.

Contract for the Club means the existence of a **written** agreement between the Club and a third party. The Contract will have the existence of all the legal elements of an offer, acceptance, consideration/payment, a promise to perform, timeframe, appropriate terms and conditions and dated party signatures.

Laws means the World Bridge Federation's Laws of Duplicate Bridge.

Office Bearers means Club members who have been elected to specific positions by the members at an AGM or who have been appointed by the Management Committee.

Rule means a Rule within the Constitution



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1.3 Order of Precedence

These By-Laws are to be read in conjunction with the Constitution. In the event of any inconsistencies between these documents, the following order of precedence shall prevail in interpreting or resolving such conflict:

1. Act;
2. Constitution;
3. By-Laws.

1.4 Document Control

To guarantee the integrity and control of the By-Laws and any associated rules, policies and regulations that have been approved by the Committee the following document control will exist:

1. The Cover Page is to state the:
 - i. Committee's approval date; and
 - ii. version number.
2. Each subsequent page is to have the approval date and version number inserted in the document footer.
3. The last clause of the document will have an historical record of all approved revisions by stating the:
 - i. version number;
 - ii. Committee approval date; and
 - iii. reason for the revision.



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2. MANAGEMENT COMMITTEE

This section details the Committee management issues that are not prescribed in the Rules for its elections, general responsibilities and meeting protocols.

2.1 ELECTION AND RESPONSIBILITIES

2.1.1 Election Eligibility

1. All members of the Management Committee are appointed in accordance with Rules 10 and 11.
2. At all times each Committee Member must ensure they do not contravene Part 4 Div 1 of the Associations Incorporation Act 2015 by being ineligible to be a Committee Member.
3. The Club Director appointed as ex officio member of the Management Committee, in accordance with Rule 10(c), must at a minimum be an accredited green point director.

2.1.2 Election Process

1. Refer to Rule 11 for the details of election of the Committee.
2. Appoint two Returning Officers (not current or nominating Committee Members) who prepare a letter for the Secretary naming the new committee prior to the AGM
3. If a ballot is required:
 - i. Two weeks prior to the AGM the Returning Officers prepare ballot papers for the positions in doubt.
 - ii. The Returning Officers obtain a list of financial members from the Secretary.
 - iii. At each session during the week prior to the AGM the Returning Officers or a Director hands a ballot paper to each financial member, and marks their name off the list.
 - iv. The Returning Officers may accept voting by mail or email.
 - v. The completed ballot papers must otherwise be lodged in the sealed ballot box located in the Club rooms.
 - vi. 24 hours prior to the AGM the Returning Officers count the votes.
 - vii. In the event of a tied vote, the majority vote of Members attending the AGM shall prevail.

2.1.3 Confidentiality of Management Committee Members

Committee Members shall not:

1. disclose to any Club member or the public or use any confidential information acquired by virtue of their position as a Committee Member
2. permit any unauthorised person to inspect or have access to any confidential documents or other information.

2.1.4 Conflicts of Interest – Management Committee Members

Committee Members must manage any conflict of interest in accordance with Rule 10(g).



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2.1.5 Contracts

All documents relating to Contracts must be given to all Committee Members at least two weeks before the approval process and once approved by the majority of the Committee, must be signed by the President and Secretary. Such approval shall be recorded in the Minutes and the Contract documents attached to the minutes.

2.1.6 Administration of Committee

The Club will endeavour to stagger the biennial appointment of individual members of the Executive Committee. The purpose being to maintain a seamless transition of historical knowledge for a new Management Committee.

2.2 MANAGEMENT COMMITTEE MEETINGS

2.2.1 The First Meeting of a New Committee

1. The first meeting of a new Committee shall be within two weeks of the Annual General Meeting.
2. At this meeting the Committee shall appoint members to the following Sub-Committees:
 - i. Catering and Functions.
 - ii. Competition.
 - iii. Recruitment and Training.
3. As soon as practicable, the Committee should also appoint members to the following positions:
 - i. Club Director
 - ii. Congress Convenor
 - iii. Library Officer
 - iv. Masterpoint Secretary
 - v. Bridging The Gap Editor
 - vi. BAWA Delegate
 - vii. Wellbeing Representative
 - viii. Building and Grounds Maintenance Coordinator
 - ix. Website Administrator
 - x. Chief Director
 - xi. Partner Coordinator
 - xii. Club Photographer
 - xiii. Grievance Officer
 - xiv. Stationery Purchasing Officer
4. In addition, the Committee should approve signatories to the Club's bank accounts.

2.2.2 Subsequent Committee Meetings

The Committee shall meet at least once every six weeks.



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2.2.3 Agenda for Committee Meetings

The Secretary shall call the meeting with one week's notice and provide an agenda. The agenda shall include but not necessarily be limited to the following items:

1. Attendance and apologies
2. Previous minutes and business arising from those minutes
3. Inward and outward correspondence.
4. Business arising from correspondence
5. Treasurer's report
6. Sub-committee reports, if any
7. Membership Report
8. Any other business
9. Date, time and place of next meeting

Any member of the Committee may request the Secretary to include an item on the agenda.

3. MEMBERSHIP APPLICATIONS AND FEES

3.1 Membership Applications

New applications process:

1. The Application Form is to be completed by the Applicant, Proposer and Seconder.
2. Applicants will hand to the Director the completed form together with the nomination fee (unless this has been waived) and membership fee.
3. The Director records the money and places the form into the Secretary's tray.
4. The Secretary processes the application by displaying the applicant's details on the notice board.
5. The Secretary presents the application to the Committee for consideration at a meeting or by email, and if approved, places the form in the Masterpoint Secretary's tray.
6. The Masterpoint Secretary registers the new player with the ABF via the ABF website and records the ABF registration number on the Application Form and in the Club computer record, then returns the membership form to the Secretary's tray.
7. The Secretary enters the new member's details on the Membership Register.
8. The Secretary notifies the successful applicant of the application approval and ABF number in a letter of welcome and the form is placed in the membership file.
9. As soon as practicable, from 1 January 2018, new members will be given a Club Badge.

3.2 Nomination and Membership Fees

1. The nomination Fee is \$25 for ordinary and alternate members.
2. The annual membership fee is \$40.00 for ordinary members and \$20.00 for alternate members.
3. Half membership fees are payable for all Member categories joining in the second half of the Club's financial year.



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4. Any amendment to the nomination and membership fees will be proposed by the Committee and must be ratified at a General Meeting.
5. If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member unless:
 - i. The member offers to pay the annual membership fee after that period and,
 - ii. The Committee at its discretion accepts that payment.

3.3 Collection of Annual Subscriptions

To ensure that the Secretary, Treasurer and Masterpoint Secretary are made aware that a subscription has been paid:

1. Members place annual subscription into provided envelopes, enter all details and place the envelopes into the table money container.
2. The Director opens the envelope and records the payment on the session sheet for the Treasurer's action.
3. The Treasurer forwards the envelopes to the Secretary. The Secretary maintains the Membership Register and forwards it to the Masterpoint Secretary.
4. During the first 3 months of the calendar year (closing date 31 March) the Masterpoint Secretary will cancel ABF membership for all non-financial Club members.

4. OFFICER RESPONSIBILITIES

This section defines the responsibilities and tasks of individuals and groups elected by the Members or appointed by the Committee.

4.1 OFFICE BEARER RESPONSIBILITIES

This section defines the responsibilities and tasks of individuals elected by the Members at the AGM or in accordance with Rule 11 (e):

4.1.1 Executive Committee

Any two members of the Executive Committee may deal with urgent matters between Committee meetings. The decisions made by the Executive Committee must be ratified at the next Committee meeting.

4.1.2 President

The President is the Club's principle representative and duties are listed in Rule 12 (a).

4.1.3 Vice-President

The Vice President Duties are listed in Rule 12 (b).

4.1.4 Secretary

The Secretary's duties are listed in Rule 12 (c) and in addition include:

1. Disseminating information to Club members, including:
 - a. Committee meeting minutes
 - b. Competitions calendar



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- c. President's notices
- d. Membership application forms
2. If asked by a member, to make the Club's financial documents available for inspection. This must take place within 28 days after the request;
3. Preparing minutes of each Committee meeting and General Meeting in consultation with the President;
4. Sending a copy of the minutes to all members of the Committee, who have 5 days to review the minutes and to contact the Secretary re any alterations;
5. Posting a copy of the minutes onto a Club notice board;
6. Collecting all incoming mail on a weekly basis;
7. Advising the Committee of any items of correspondence requiring urgent attention.
8. Tabling all correspondence at Committee meetings;
9. Maintaining a Register of Club Members who hold keys to the Club rooms;
10. Preparing the Annual Handbook;
11. Maintaining a grievance book;
12. Maintaining a current register of members of the Club. The register must include, if available: the member's full name, postal or residential address, ABF number, phone number, email address, date of admission as a Member, date and details of termination or reinstatement of Membership and emergency contact details;
13. Being the Club's contact with BAWA on all membership matters except masterpointing;
14. Arranging Club badges for members;
15. Maintaining all Club documents and archives.
16. Processing membership application forms as per 3.1.

4.1.5 Treasurer

The Treasurer's duties are listed in Rule 12 (d) and in addition the Treasurer:

1. Ensures that the business and financial operations of the Club shall be controlled by the Committee (see Part 4 Division 1 of the Act);
2. Keeps the following records to comply with (Part 5 Division 2 of the Act):
 - i. support documents for all payments and receipts;
 - ii. an Income and Expenditure statement;
 - iii. a Balance Sheet statement;
 - iv. receipt books;
 - v. records of the accounts the Club keeps with any financial institution; and
 - vi. an Asset Register.
3. Must ensure that the Club records comply with (Part 5 Division 2 of the Act) in a way that they:
 - i. correctly record and explain its transactions and financial position;
 - ii. enable a financial statement for the Club to be prepared; and
 - iii. enable the financial statement to be properly audited.
4. Ensures that:
 - i. Club financial records are recorded using a medium approved by the Committee;



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- ii. cheques and electronic fund transfers actioned by the Treasurer are subsequently approved by the President or the President's delegate.
 - iii. the Club's financial records are kept for 7 years; and
 - iv. the Committee pre-approves expenditure above \$300.
5. Ensures that the position:
- i. receives all amounts paid to the Club;
 - ii. deposits all net amounts received;
 - iii. pays all invoices;
 - iv. presents an income /expenditure financial report every quarter
 - v. presents significant income and expense variances at every Committee meeting; and
 - vi. ensures that the Committee regularly reviews the Club's insurance policies.

4.1.6 Club Director Representative

In accordance with Rule 10(c), this position is an ex officio Committee role and is appointed to assist the Committee with:

1. background to any issues with Club playing sessions;
2. clarification of Duplicate Bridge Laws and Regulations; and
3. any other issues affecting the directors.

4.2 APPOINTED POSITION RESPONSIBILITIES

This section defines the responsibilities and tasks of individuals appointed by the Committee in accordance with 2.2.1 (3):

4.2.1 Position Purchasing

All purchasing needs of individuals in appointed positions are to be identified and made by the position incumbent, and reimbursed by the Treasurer. Individuals must operate within the \$300 limit set at 4.1.5 (4) (iv), and if in doubt must seek Committee guidance and approval.

4.2.2 Congress Convenor

The Club's annual congress is held in accordance with the BAWA calendar which is usually in the third weekend in March, with Swiss pairs played on Saturday and Swiss Teams on Sunday.

The Congress Convenor shall organise and manage all aspects of the Club's annual congress, including:

1. By Early November:

Negotiate with a qualified director to confirm availability, and the provision of boards.

2. By Mid December

- i. Confirm entry fees and prizes;
- ii. Arrange for a flyer for the BAWA website and Focus Magazine; and
- iii. Notify BAWA of the format and dates to be placed on the BAWA Website.



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3. By Early January:

- i. Ensure all entries and withdrawals are made via the BAWA website;
- ii. Liaise with the Catering and Functions Chair regarding catering; and
- iii. Arrange for printing of congress stationery including scoring booklets and payment and prize money envelopes.

4. By Early February:

- i. Arrange for stand-in pairs and teams;
- ii. Arrange for caddies;
- iii. Liaise with the Stationery Purchasing Officer to ensure there are adequate stationery and printer toners;
- iv. Prepare a list of entrants for recording payments of entry fees; and

5. Congress Days:

Liaise with the Treasurer to arrange Prize money.

4.2.3 Library Officer

The Library Officer is responsible for the administration of the Club's library. This includes:

1. Purchasing;
2. Cataloguing;
3. Devising a method of lending of books; and
4. Maintaining the lending system.

4.2.4 Masterpoint Secretary

The Masterpoint Secretary is an ex officio member of the Competitions Sub Committee and is responsible for:

1. registering new members with the ABF;
2. processing masterpoints;
3. advising the Masterpoint Centre of changes to player details; and
4. resolving matters relating to masterpoints with BAWA and the ABF.

4.2.5 Bridging The Gap Editor

The BTG Editor is responsible for:

1. obtaining contributions for the Newsletter from willing Club Members (Note: the Club receives contributions from its members in good faith – the Club will always disclaim inaccurate information);
2. compiling, producing and distributing the Club newsletter at least quarterly;
3. distributing the Newsletter to members after proof reading by the President or Secretary; and
4. arranging for an electronic copy to be sent to the Website administrator for inclusion on the website.



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4.2.6 Stationery Purchasing Officer

The Stationery Purchasing Officer is responsible for maintaining and purchasing office consumables.

4.2.7 BAWA Delegate

The BAWA Delegate will:

1. attend the BAWA AGM; and
2. report back to the Committee on the business discussed at that meeting.

4.2.8 Wellbeing Representative

Responsibilities and duties include:

1. being the person of contact for all observed or reported member welfare or health matters;
2. send get-well and sympathy cards;
3. report regularly to the Committee.

4.2.9 Building and Grounds Maintenance Coordinator

The Building and Grounds Maintenance Coordinator is responsible for:

1. maintaining and improving the Club premises and property including the:
 - i. buildings and associated equipment;
 - ii. conducting and logging monthly emergency exit lighting checks;
 - iii. security;
 - iv. gardens;
 - v. parking; and
 - vi. general grounds.
2. arranging Busy Bees (particularly for the Congress); and
3. submitting major expenditure requests to the Committee for approval.

4.2.10 Website Administrator

The Website Administrator is responsible, subject to directions from the Committee and officers appointed by the Committee, for managing the content of the Club website.

4.2.11 Chief Director

The Chief Director is a highly qualified Director of the Club who is responsible for

1. chairing the Competition Sub-Committee;
2. ensuring that competent directors are in charge of each Club playing session;
3. providing advice on Law and Regulation to Directors and players as required;
4. co-ordinating the Directors' roster;
5. supervising and scheduling the board dealing activities of the Club; and
6. ensuring play software and sufficient numbers and maintenance of bridgemates are available for all sessions (particularly for the Congress).



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4.2.12 Partner Coordinator

The Partner Coordinator is responsible for assisting in the matching of playing partnerships.

4.2.13 Club Photographer

The Club Photographer is responsible for:

1. being the official Club photographer of special events;
2. processing photos of special events for sale to Club members; and
3. providing selected photos for upload to the Club's photo folder on its website.

4.2.14 Recorder

Rules 19 and 20 describe how serious disputes between Members or the Club and one or more Members are resolved.

Disagreements at the bridge table between players, or behaviour that breaches normal bridge etiquette standards, or actions by an individual, or a pair, that might be construed as illegal, should be dealt with by the Director in the first instance.

If the matter is serious enough that the Director cannot or should not deal with it in its entirety, the incident should be referred to the Recorder by the Director or by the complainant(s). If a Director takes any action that resolves the matter, that should also be notified to the Recorder for information and filing.

The Recorder can choose to deal with the incident if it is of a minor nature, interviewing and mediating as required. He or she will do so particularly if it is a first offence, which will be checked via the Recorder File.

If the Recorder considers that the incident is too significant to be dealt with this way, he or she will present a report to the Management Committee recommending that they appoint a Tribunal or take any other action as per the Constitution.

If the Tribunal finds the person or persons guilty of the offence, the Recorder will advise the Management Committee of the appropriate penalty, taking into account any previous offences.

The Recorder File will be kept by the said Officer.

4.2.15 Grievance Officer

Rules 19 and 20 describe how serious disputes between Members or the Club and one or more Members are resolved.

The Grievance Officer is the preliminary disputes mediator of all



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non-playing disputes or grievances.

The Grievance Officer will be a person of high standing within the Club with whom Members will be comfortable in discussing such disputes. The role requires:

1. every effort by the incumbent to resolve disputes/grievances before they escalate to Rule 19 and 20 status; and
2. all complaints will be logged in the Grievance Book to be held by the Grievance Officer.

The Grievance Officer may decide that the matter should be referred to the Management Committee if he or she is unable to resolve the matter to the satisfaction of both parties.

4.3 SUB-COMMITTEES

The Club Sub-Committees assist the Committee with specific tasks to support the Club. Sub-Committee management is subject to the following controls and responsibilities:

4.3.1 General

1. the Club President is an ex officio member of all Sub-Committees of the Club as per Rule 12(a);
2. all Sub-Committees must operate to the agreed set of terms and conditions set out by the Committee;
3. all Sub-Committee meetings must be minuted;
4. each Sub-Committee is responsible for the preparation and circulation of its agendas and meeting minutes;
5. all changes to Sub-Committee regulations and policies are subject to the same Document Control protocols as described in By-Law 1.3

4.3.2 Catering and Function Sub Committee

The Catering and Function Sub Committee operates as follows:

1. membership shall consist of a Chair, the Kitchen Purchasing Officer and at least two other members;
2. the primary function of the committee is to organise catering for special events;
3. Congress catering format is the responsibility of the Congress Convenor;
4. the Chair is responsible for:
 - i. liaising with the Convenors, Session Directors and the Kitchen Purchasing Officer to ensure that the catering is well-coordinated;
 - ii. coordinating the Club's social events;
 - iii. purchasing alcoholic beverages;
 - iv. ensuring that all catering takes place in a safe and hygienic environment and the kitchen is cleaned after an event;
 - v. managing the cleaning contract ;



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- vi. ensuring the first aid kit is suitably stocked; and
 - vii. liaising with the Competitions Sub-Committee to plan the social event calendar.
5. The kitchen is not registered as a commercial kitchen and is not linked to a grease trap, accordingly:
- i. no cooking using raw materials is to be undertaken;
 - ii. heating of precooked food may be done; and
 - iii. preparation of sandwiches, cutting up of fruit and vegetables and similar activities may be done on site.

4.3.3 Competition Sub-Committee

1. membership shall comprise the ex officios of Chief Director and Masterpoint Secretary and at least two other members;
2. the responsibility of the Competition Sub-Committee is:
 - i. to organise and schedule competitions; and
 - ii. is not responsible for Congresses.
3. The Competition Sub-Committee tasks include to:
 - i. review and keep current the Competition Regulations of the Club;
 - ii. liaise with BAWA to schedule competitions;
 - iii. prepare the annual calendar of Club events by the end of October each year for approval by the Committee;
 - iv. managing the honour board updates and additions; and
 - v. managing the annual trophy winners and associated trophy procurement.

4.3.4 Recruitment and Training Sub-Committee

The Recruitment and Training Sub-Committee is responsible for:

1. scheduling and arranging bridge lessons;
2. organising and appointing tutors for beginner classes;
3. arranging supervised sessions;
4. advertising bridge lessons;
5. coordinating external teachers; and
6. encouraging Club Members to become mentors.

5. DUPLICATE BRIDGE MANAGEMENT

Members are invited to play duplicate bridge at the Club subject to the following protocols:

5.1 Playing Rules

1. all events conducted by the Club shall be awarded masterpoints in accordance with the masterpoint schemes approved by the ABF.
2. all play shall be in accordance with the World Bridge Federation's Laws of Duplicate Bridge, as amended.
3. all events will be run according to the Club Competition Regulations.



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4. General rules of play will include:
 - i. players are to be seated 10 minutes before the start of a session;
 - ii. the Director is to be given full attention with all instructions to be followed promptly;
 - iii. any necessary discussions during play are to be conducted quietly;
 - iv. do not needlessly leave the playing table before the round is called;
 - v. do not look at the cards on a sit out round;
 - vi. always accept the Directors ruling with grace; and
 - vii. the Director's desk is to be respected for the workstation it is. Player enquiries prior to session commencement and before the results have been printed at the end of a session should be limited to legitimate bridge matters.
5. unless approved by the majority of participants, a final round of play in any regular weekly session shall not commence on:
 - i. Mondays, after 2.30pm.
 - ii. Monday and Thursday evening sessions, after 11pm.
 - iii. Wednesday, Friday and Saturday afternoons, after 4.30pm.
6. responsible consumption of alcohol during play is only permitted at Club approved social events as defined in Section 5 of the Competition Regulations.
7. responsible consumption of alcohol is permitted on the Club Premises after a playing session for one hour provided a willing committee member or director remains to lock up.

5.2 Table Money and Competition Entry Fees

1. Table money in all Club events shall be determined by the Committee. These rates are:
 - i. \$6.00 per member player per session
 - ii. \$7.00 per visitor per session
2. Competition entry fees are one off payments and are:
 - i. \$10 for red and gold point events;
 - ii. \$5 for green points; and
 - iii. BAWA fees if applicable.

5.3 Playing Director

A Playing Director and his/her playing partner shall be entitled to play for free in that session.

5.4 Non Playing Director Fees

The fee paid to non-playing Directors is set by the Committee and is \$80 per session.

5.5 Bridge Playing Conduct

The Club has adopted a policy of zero tolerance of poor behaviour during bridge play. This policy applies to all players in all bridge sessions run by the Club and includes:

1. Expected Behaviour



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- i. Do everything possible to make bridge enjoyable for yourself, your partner and your opponents.
- ii. Congratulating good play is to be encouraged.

2. Unacceptable Behaviour

- i. Conversation during the bidding or play of a hand.
- ii. Criticising partner or opponents.
- iii. Badgering, rudeness, insinuation, profanity, threats of violence, violence.
- iv. Negative comments concerning opponents' or partner's play or bidding.
- v. Loudly discussing hands after the round is ended.
- vi. Disputing a Director's ruling during the session. (you may lodge an appeal at the end of the session.)

3. Scope

- i. The power to discipline players for misconduct derives from the provisions of Rule 19, and is also subject to the requirements of the Act.
Note: The Act includes a requirement that the principles of natural justice be followed in resolving disputes between the Club and its members, and between its members.
- ii. Offences against the Laws come under the jurisdiction of the Director of the session or event.
- iii. Where a member is alleged to have acted unethically, the Committee may consider further disciplinary action.

6. CLUB MANAGEMENT

The Committee is responsible for ensuring that its Membership are protected in the Club environment from adverse influences.

6.1 Code of Conduct

The Kalamunda District Bridge Club Inc. Member's Code of Conduct applies to members and visitors, including players from other clubs visiting our Club.

The Committee will rely on the following policy and associated breach conditions when managing related disputes at the Club:

1. General Conduct

- i. Members, family and guests are encouraged to enjoy the hospitality of the Club without fear of acts of discrimination, racial vilification, bullying, harassment or verbal abuse.
- ii. Members, family and guests will ensure that the comfort of other patrons is not unreasonably disturbed.
- iii. Members, family and guests will respect other patrons and will conduct themselves in a manner that will not cause offense.
- iv. Abusive or offensive language or behaviour is not permitted within the Club building or its surrounds.
- v. Neat dress standards are important to the culture of the Club.

2. Social Media Conduct



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- i. All references to the Club in social media postings, blogs, status updates and tweets will be treated as public comment. No statements should be made that are misleading, false or likely to injure a person's reputation or bring our Club into disrepute.
- ii. When sharing information or posting material on public websites, members must follow the following guidelines for electronic communication:
 - a. It must not offend, intimidate, humiliate or harass another person;
 - b. It must not be misleading, false or injure the reputation of another person;
 - c. It should respect and maintain the privacy of members; and
 - d. It must not bring the Club into disrepute.
- iii. Members who send inappropriate electronic communication or post online content or comments that harass, offend, intimidate or humiliate another member may be liable for a claim of misconduct, under the Club Constitution.

3. Breach of Code of Conduct

- i. Any member who is the subject of a breach in the Code of Conduct may notify the Secretary in writing, so that an investigation can be conducted and appropriate action taken.
- ii. Any member who witnesses another member being subjected to a breach in the Code of Conduct may notify the Secretary in writing, so that an investigation can be conducted and appropriate action taken.
- iii. If the complaint involves the Club President then the member may address their concerns to the Committee.
- iv. The action defined in the Grievance Officer role (4.2.15) must be followed to ensure due process is followed for the resolution of a complaint.
- v. Any member who breaches this policy, or who makes a false claim of a breach in the Code of Conduct shall be subject to counselling and/or disciplinary action, which may include suspension or expulsion.

6.2 Grievance Book

1. The Secretary shall maintain a Grievance Book of all grievance matters dealt with by the Committee and the Grievance Officer. The book will include a record of all complaints and a statement about the action taken.
2. The book shall be confidential and relevant material shall be made available only to:
 - i. the Secretary and President;
 - ii. Members of a Disciplinary Sub-Committee conducting an enquiry; or
 - iii. An authorised BAWA or ABF representative.



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7. DOCUMENT CONTROL REVISIONS

| Version Number | Committee Approval Date | Reason |
|-----------------------|--------------------------------|--|
| 1 (Original) | 28/2/2018 | To formalise the consolidation of numerous Club documents and incorporate the Management Committee approved recommendations of the temporary By-Laws Sub-Committee. |
| 2 | 27/9/2019 | To include the position of Recorder at clause 4.2.14 and Grievance Officer at clause 4.12.15 and to describe the duties of each officer. Consequential changes to 3. (iv). |
| 3 | 22/11/2019 | Change to clause 5.2 for increase to Table Money commencing 1 January 2020. |