



**HAPPY VALLEY BOWLING CLUB INC.**



**BY-LAW**

**Authority to Purchase goods or services on behalf of the Club**

The Board of Management will, each year, appoint such Officers and Employees as are required to carry out the objectives of the Club, in accordance with the provisions of the Constitution.

Those officers and employees are authorised to incur expenditure that enables them to carry out the duties of their appointment, as follows:

- Bar Manager – replacement of stocks of beer, wine, spirits and the associated supplies
- Grounds and Greens Manager – fertilisers and consumables, repairs and minor replacements for machinery
- House Manager – cleaning services, minor repairs, toilet and similar supplies and minor repairs and replacements
- Provodore – foodstuffs, supplies of tea, coffee and other consumables
- Bowling Manager – replacements of bowls mats and jacks, score cards and printing of promotions etc.
- Uniform Officer – replacement of uniform stock
- Secretary – replacement of stationery supplies, repairs and minor replacements for office machines and equipment

Any purchases exceeding \$500 for other than regular supplies as set out above, or for any repairs or replacements exceeding \$500 must be referred to the Board of Management for approval prior to purchase.

In the event that approval of repairs or replacements is needed more urgently, an initial approval may be sought from the Administrative Secretary or the Treasurer, which can then be approved at the next meeting of the Board of Management.

Purchases of any major repairs or new equipment where the cost exceeds \$30,000 must be submitted to the members for approval in a General Meeting prior to purchase in accordance with the provisions of the Club's Constitution.

Where grants have been provided to the Club, approval of the expenditure relating to the Grants must be given by the Board of Management prior to purchase.

This By-Law was passed by the Board of Management in accordance with the Constitution of the Club at the meeting on 23<sup>rd</sup> July 2019.

*Ray Steer*

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President

*Ian James*

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Secretary