

In accordance with the provisions of Rule 62 of the constitution it was moved, seconded and carried at the Board of Management meeting held on Monday 13th August, 2018 that a by-law be made to read: -

By-Law No. – Sixteen (16)

Appointment of Assistant Secretaries.

In accordance with the allocation of portfolios the Executive Committee may appoint a Board Member to the position of Assistant Secretary, and/or Membership Secretary.

The Assistant Secretary and /or Membership Secretary shall assist the Administrative Secretary with their duties and may include: -

Attend to all matters including correspondence and databases in connection with: -
Membership Registration, Past Members and Night Owls and may also include maintaining a database of all Members and registration of members with Bowls S A as required by the Constitution and Bylaws of Bowls S A.

Prepare for submission to the Annual General Meeting of the Club, the report of the Board of Management on the activities of the Club during the year;

Maintain a record of members and restricted players in accordance with Rule 6.1; and

Record minutes of Board meetings, Annual General Meetings and where necessary, Special General Meetings.

Brian Trout
Secretary