

In accordance with the provisions of Rule 24 1.6. of the Constitution (previously Rule 62 of the superseded Constitution) it was moved, seconded and carried at the Board of Management meeting held on Monday 13th August, 2018 that a By-law be made to read: -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. – Thirteen (13)

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

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