

In accordance with the provisions of Rule 24 1.6. of the Constitution it was moved, seconded and carried at the Board of Management meeting held on Friday 25th July 2025 that by-law Thirteen (13) promulgated on Monday 13th August 2018, be replaced by this revised by-law and to read:

By-Law No. – Thirteen (13).
Appointment of Assistant Roles

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

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

1. 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 SA.
2. 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.
3. Maintain a record of members in accordance with Rule 5.1.
4. Record minutes of Board meetings, Annual General Meetings and where necessary, Special General Meetings.

The Assistant Treasurer shall assist the Treasurer with their duties which may include -

1. Prepare and enter data into accounting systems and software.
2. Process invoices, receipts and payments.
3. Maintain financial records.
4. Produce reports and other outputs.
5. Perform payroll functions.

Paul O'Callaghan
Administrative Secretary