



St Johns Park
Bowling Club

**ST JOHNS PARK
BOWLING CLUB LIMITED**

BY-LAWS

ISSUE NO. 41

**DATED: 31 JANUARY 2017
(BOARD APPROVED)**

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A. ST JOHNS PARK BOWLING CLUB GROUP LIMITED

The following Club's Name in the By-Laws, **St Johns Park Bowling Club**, will be known as "The Club".

A1. Address of Members

- A1.1 The official address of a member for the purposes of receiving notices will be the address nominated by the member in the member's application for membership, or any change to that address that the member has notified to the Club previously.

A2. Membership Cards

- A2.1 The Club's membership card will incorporate a colour photograph (not more than three (3) years old) of a member.
- A2.2 Each member agrees to renew the photograph on their membership card on the third anniversary of their having become a member.
- A2.3 Each applicant for membership and member agrees to be photographed, subject to this By-Law, by the Club and to have that photograph displayed on their membership card.
- A2.4 The Club will only collect, use and disclose photographs of members in accordance with the Club's Privacy Policy.
- A2.5 Should a member be found to have lent their membership card to another person, the member will be required to show cause to the Board of Directors why the member should not be disciplined pursuant to the Club's Constitution.

A3. Entry to the Club's Premises

- A3.1 Members must produce their current membership card to gain entry to the Club's premises.
- A3.2 No person who, in the view of the Duty Manager, is intoxicated will be permitted to enter the Club's premises.
- A3.3 Persons under the age of 18 will not be permitted in:
- a) Areas of the Club's premises where gaming machines are played; or
 - b) Any bar, except where it provides the only practical means of access to an unrestricted area or when it is reserved for a private function; or
 - c) Any restricted area as defined by the *Registered Clubs Act* and recorded in the Licensing Court of NSW.
- A3.4 Persons whose ordinary membership has lapsed are not permitted to enter the Club's premises unless authorised to do so, as a guest of a member, by the Group CEO.
- A3.5 Members who are suspended are not permitted to enter the Club whilst they are suspended.

- A3.6 Members who have been removed from the Register of Members for disciplinary purposes are not permitted to enter the Club's premises unless expressly authorised to do so by the Board of Directors.

A4. Membership

- A4.1 An applicant who applies for full playing membership, or for transfer to full playing membership from club membership, must satisfy the Board of Directors at the time of application that the applicant will actively, and regularly, participate in the bowling activities of the Club.
- A4.2 If the applicant fails to satisfy the Board of Directors that the applicant will actively, and regularly, participate in the bowling activities of the Club then the application will be refused.
- A4.3 Bowling (Membership) Procedures:
- a) Application forms may be obtained from the Bowls Administrator and/or the Club's Reception; and
 - b) The applicant, by making their application to, if called upon, appear before the Membership Committee to answer any questions in respect to the applicant's suitability for election to full membership.
- A4.4 Applications for membership are to be recorded in chronological order, setting out the time and date each application is lodged in the Club's Reception.
- A4.5
- a) The Group CEO will immediately post completed applications on the Club Notice Board and they will remain there for 21 days;
 - b) Any full member who has any objections to the applicant will submit their objection in writing to the Group CEO within 21 days of the application being posted on the Club Notice Board; and
 - c) The contents of any objections will be forwarded to the Membership Committee for their consideration.
- A4.6 All other applications will be dealt with as soon as possible by the Group CEO referring them to the Membership Committee.
- A4.7 The Group CEO will seek the supply of any additional information as may be requested by the Membership Committee.
- A4.8 The Membership Committee will, once it has considered the application, or any additional information it has sought, and has, if it requires to do so, interview the applicant, refer the application to the Board of Directors with a recommendation for the election or rejection, as the case may be, of the applicant.
- A4.9 The Board of Directors will at its first meeting following receipt of the Membership Committee's recommendation, make its determination as to the election or rejection of the applicant.
- A4.10 The Board of Directors does not have to provide reasons for making its determination.

- A4.11 The Board of Directors' decision on this matter will be final.
- A4.12 The Board of Directors may set limits on the number of full, life, junior and cadet members that can be accepted by the Club, but in setting any limits must take the following matters into consideration:
- a) The number of greens available for social or representative play;
 - b) The playing pattern of members;
 - c) The commitment of the Club to competition play; and
 - d) The commitment of the Club to training and mentoring.
- A4.13 The Board of Directors in setting any limits may set different limits for full, life, junior and cadet members playing at the Club.
- A4.14 In the event that limits are set and those limits are reached then any applicant for membership will be informed.
- A4.15 Notwithstanding the above provisions when making recommendations to the Board of Directors, the Membership Committee will have the authority to give priority to the following classes of applicants when membership is full:
- a) Junior bowlers with 12 months' continuous membership as a junior bowler;
 - b) A spouse of a full member;
 - c) Sons and daughters of full members;
 - d) Bowlers from outside the St Johns Park district coming into the district and taking up permanent residence in the area will be given priority over bowlers from neighbouring clubs within the St Johns Park district;
 - e) Bowlers who have gained State, National or International recognition and whose membership could be considered to be of benefit to the Club; and
 - f) Applicants, who are new bowlers, residing in the St Johns Park district will be given preference over those residing outside the immediate St Johns Park district.
- A4.16 Cadet Membership
- a) A cadet member is a person who has attained the age of eight (8) years but is under the age of 12 years and is elected by the Board of Directors to cadet membership of the Club;
 - b) A person who applies for cadet membership must satisfy the Board of Directors that he / she has an interest in actively and regularly taking part in bowling activities of the Club, and the Board of Directors must receive from the parent or guardian of that person a written consent to that person joining the class of cadet membership and taking part in bowling and other activities of the Club; and
 - c) Cadet membership fee will be \$5.00 per annum.

A4.17 Junior Membership

- a) A junior member means any person who is less than 18 years of age;
- b) Junior members may use the Club's greens for practice and coaching and play social games amongst themselves or with adult bowlers, as determined by the Bowls Administrator at the Club;
- c) The participation of junior members in club or inter-club competitions will be governed by the conditions of such competition;
- d) Junior members will:
 - Pay green fees as determined by the Board of Directors;
 - Be permitted to use Club facilities with the exception that they are not permitted to be served with, or consume, any liquor on the Club premises;
 - Not be permitted to enter areas designated as gaming areas where gaming or betting machines are installed or any restricted area as defined in the *Registered Clubs Act* and recorded in the Licensing Court of NSW;
 - On becoming a member of the Club, be bound by the Constitution and By-Laws; and
 - On attaining the age of 18 years must apply in writing for full membership.
- e) In the case of a junior member being called before a Committee on a charge or complaint such member will be entitled to be accompanied by a parent or guardian.

A5. Selectors – Men's Bowls

- A5.1 There will be a Selection Committee for men's bowls at the Club which will comprise of five (5) members made up of the following:
- a) One (1) Chairman being a member of the current Board of Directors.
 - The Chairman will be appointed by the current Board of Directors.
 - The Chairman may have input into the selection process but is non-voting.
 - b) One (1) Bowls Office Representative or his nominated representative.
 - The Bowls Office Representative or his nominated representative will be appointed by the current Board of Directors.
 - The Bowls Office Representative or his nominated representative may have input into the selection process but is non-voting.

- c) Three (3) selected members appointed by the current Board of Directors.
 - The selected members on the Selection Committee must be full playing members of the Club that:
 - Have been a full playing member of the Club and played Pennants and/or Club Championships for the Club for a minimum of three (3) continuous years including the year of nomination;
 - Have not played Pennants or Club Championships at another club in NSW in the current year;
 - A life member can also be a member of the Selection Committee; and
 - Selectors cannot play for another club whilst being a Selector for the Club.
- A5.2 The appointment of the Selection Committee will be conducted annually in accordance with this By-Law.
- A5.3 The appointment by the Board of Directors of the three (3) selected members on the Selection Committee will be conducted through a formal nomination process.
- A5.4 Nominations for the three (3) selected members on the Selection Committee will be open for a period of two (2) weeks (14 days straight) and will close at 5.00pm on the 15th of October each year.
- A5.5 Nominations are to be in the form of a written application inclusive of a covering letter and a copy of the applicant's resume.
- A5.6 Nominations are to be addressed to the Group CEO / Secretary at the Club and may be handed in person to that person or mailed to the Group CEO / Secretary, C/- St Johns Park Bowling Club, 93 Edensor Road, St Johns Park NSW 2176.
- A5.7 All applicants will be notified in writing once the Board of Directors has made their appointments for the Selection Committee. Written notice of the Selection Committee will be notified to members by the Board of Directors via the Club Notice Board within seven (7) days of the Board of Directors Meeting held after nominations close.
- A5.8 The Board of Directors appointed Selection Committee will be final.
- A5.9 The Board of Directors, at its discretion, has the right to fill any casual vacancies on the Selection Committee.
- A5.10 Members of the Board of Directors are not eligible to stand as Selectors.

A6. Bowls Administrator

- A6.1 The Bowls Administrator at the Club will be responsible for the day to day running of bowls, inclusive of:
- a) Club Championships;
 - b) Tournaments;
 - c) Social play;
 - d) Coaching; and
 - e) Will act in an advisory capacity to the Selection Committee regarding player's correct eligibility in grading, rules, cards, official result sheets, trials and any other information or needs to ensure the smooth operation of the Pennant season.
- A6.2 The Bowls Administrator at the Club will attend any Bowls Committee meetings they are requested to attend by the Bowls Committee.
- A6.3 The Bowls Administrator at the Club will report directly to the Group CEO.
- A6.4 The Bowls Administrator will liaise with, respectively, the Head Green Keeper at the Club in relation to all matters in connection with play on the greens.
- A6.5 The Head Green Keeper at the Club will have the responsibility for determining the following in relation to the greens:
- a) When greens are open for play; and
 - b) Which rinks are available for play.
- A6.6 In the absence of the Head Green Keeper at the Club the Bowls Administrator or his nominated representative will be responsible for determining:
- a) When greens are open for play; and
 - b) Which rinks are available for play.
- A6.7 The Bowls Administrator at the Club will be responsible for ensuring that liaison occurs between the men and women bowlers.
- A6.8 The Bowls Administrator at the Club will be responsible for making arrangements for refreshments during the course of tournaments, social or special bowling days.
- A6.9 The Bowls Administrator at the Club will be responsible for preparing a draft annual budget to provide for the conduct of the Bowls Department.
- A6.10 The draft annual budget for the Club will be submitted, no later than April in each year to the Group CEO and Chief Financial Officer for review before it is referred by the Audit and Compliance Committee for the approval and, if appropriate, adoption by the Board of Directors.
- A6.11 Any member of the Club who has been suspended from the Club will, in accordance with the rules of the Bowls NSW, Bowls Australia or the rules of the Women's Bowls NSW, be precluded from playing bowls at, or for, the Club for the duration of the suspension.

A7. Guests of Members and Temporary Members

- A7.1 A member bringing a guest into the Club will sign their name via the VSI Scan Units at the Club's premises.
- A7.2 A member will be responsible for the behaviour of their guest whilst the guest is on the Club's premises.
- A7.3 Any misconduct or breach of the Club Constitution or By-Laws by the guest of a member will be deemed a breach by the member.
- A7.4 The Club employee on duty at the reception of the Club's premises is in charge of the VSI Scan Units and is authorised, and obligated, to ensure that all visitors are entered through the VSI Scan Units in accordance with the *Registered Clubs Act*.
- A7.5 If a dispute occurs regarding entry to the Club by a guest of a member or by a visitor, the Club employee concerned will refer the matter to the Duty Manager for the premises, who may exclude any guest or visitor, without explanation.

A8. Conduct and Behaviour

- A8.1 It will be a breach of these By-Laws by a member or for any member and their guest, to:
- a) Be under the influence of liquor whilst on the Club's premises;
 - b) Refuse to quit the Club's premises if asked to do so whilst under the influence of liquor;
 - c) Introduce liquor onto the Club's premises without permission;
 - d) Use objectionable or obscene language on the Club's premises;
 - e) Act in a violent, quarrelsome, abusive or obstructive manner whilst on the Club's premises;
 - f) Damage Club property;
 - g) Remove Club property without authority;
 - h) Enter, or remain, on the Club's premises at any time that they are not authorised to do so;
 - i) Disregard the lawful instructions of any Club employee;
 - j) Cause, whilst on the Club's premises, offence to any member of the Club in a way which prejudices the good order of the Club or the comfort or welfare of members, their guests or visitors;
 - k) Introduce gambling on the Club's premises;
 - l) Gamble on the Club's premises other than as permitted under the *Registered Clubs Act*;
 - m) Play any type of card, or board game on the Club's premises unless expressly authorised to do so by the Group CEO; and
 - n) Whilst on the Club's premises sell, or supply liquor to any person under the age of 18 years.

- A8.2 In the case of a complaint made or a dispute under this By-Law, the matter will be referred to the Group CEO for his determination, provided that the Group CEO may refer the matter to the Board of Directors or its appointed sub-committee for determination.

A9. Trading Hours

- A9.1 The Board of Directors has the power to determine, and to alter, the trading hours of the Club's premises or any part of the Club's premises.
- A9.2 The Board of Directors may, in its discretion, delegate to the Group CEO the determination of opening and closing times, and may in delegating the power place conditions on its exercise.
- A9.3 Members, guests and visitors will vacate the Club's premises as soon as practicable after trading ceases, but in any event, no later than 15 minutes after trading ceases.
- A9.4 Members, guests and visitors will ensure, when leaving the Club's premises, they do so quietly and with respect to surrounding neighbours and businesses.
- A9.5 No liquor will be made available, gaming machine service rendered or jackpots paid after trading ceases.

A10. Liquor

- A10.1 Liquor in unsealed containers purchased within the Club must not be carried away from the Club premises.
- A10.2 Consumption of liquor is restricted to those areas of the Club which are licensed.
- A10.3 All purchases of liquor in sealed containers must be removed from Club premises by midnight (12.00am), in accordance with the *Registered Clubs Act*.

A11. Food

- A11.1 No food may be consumed within the Club, other than that which is purchased within the Club.
- A11.2 Permission must be obtained from the Group CEO for any relaxation of By-Law A11.1.
- A11.3 The removal, from Club premises, of foodstuffs purchased from, or supplied by, the Club is strictly prohibited, other than food sold for take-away purposes.

A12. Prohibition of Canvassing

- A12.1 Except with the consent of the Group CEO, no person may on the Club's premises:
- a) Sell goods; or
 - b) Canvas for, or solicit donations or subscriptions; or
 - c) Sell raffle or other tickets for any object or institution.

A12.2 Except with the consent of the Group CEO, no person may display or exhibit the following on the Club's premises:

- a) Pamphlet; or
- b) Notice; or
- c) Other material.

A13. Club Dress

A13.1 The general appearance of all members, guests and visitors, whilst they are on the Club's premises, is to be neat and tidy at all times.

A13.2 The Club reserve the right to refuse entry to any person, if their general appearance or dress standard is likely to offend members.

A13.3 The following clothing is of an unacceptable standard and must not be worn on the Club's premises at the Club unless approved by the Group CEO for the purposes of a promotion or Club activities:

- a) Thongs; or
- b) Running shorts; or
- c) Stubbies; or
- d) Abbreviated shorts; or
- e) Football socks; or
- f) Football jumpers, polo shirts displaying logos could be worn in the Club during any rugby league event; or
- g) Singlets; or
- h) Muscle shirts.

A13.4 Males are not permitted to wear hats of any description in the Club's premises with the exception of outdoor areas and unless required for medical, or religious reasons.

A13.5 Any person who in the opinion of the Duty Manager for the Club's premises, appears to be wearing soiled clothes, or is not wearing the required standard of dress, may be requested to immediately leave the premises.

A13.6 Pennants uniforms or bowls attire are not permitted to be worn in the Club auditorium, except for authorised / official Bowls functions, unless approved by the Group CEO.

A13.7 For the purpose of attending the outdoor deck terrace areas work clothing may be worn, excluding the following:

- a) Dirty; or
- b) Torn; or
- c) Offensive clothing.

At all times the Club's management has the final say in relation to acceptability of clothing, including the exclusion of offensive wording.

A13.8 Social Bowls dress requirements will apply to those wishing to participate in Friday Social Bowls.

A14. Club Property

A14.1 Members will at all times take reasonable care of Club property.

A14.2 Members will at all times take reasonable care of the Club's equipment.

A14.3 Members are not permitted to enter the Administrative Offices and/or Boardroom at the Club, unless invited by a Director of the Board and/or the Group CEO.

A14.4 Members are not permitted to use:

- a) Club stationery; or
- b) Club equipment,

without the authority of the Group CEO.

A14.5 Members are not permitted to remove:

- a) Club property; or
- b) Club equipment,

without the authority of the Group CEO.

A14.6 Club telephones, other than pay phones, may not be used for outgoing calls by members, guests or visitors without authorisation from the Duty Manager for the Club's premises.

A15. Use of Club Premises

A15.1 Approval of the Group CEO must first be obtained for:

- a) Use of the address of the Club or of the Club's premises at the Club in any advertisement;
- b) Use of the address of the Club or of the Club's premises at the Club in any circular, letter or document in connection with any business undertaking;
- c) Exhibition of any pamphlet, advertisement or notice of any kind on the Club's premises; and
- d) Meetings of any description on the Club's premises at the Club.

A15.2 Members, guests and visitors booking for shows or the use of any function rooms at the Club, will do so in accordance with the procedures provided by the Group CEO.

A16. Gaming Machines

- A16.1 The Club reserves the right to delay, or refuse, the payment of any monies purporting to have been won on any of the gaming machines operating in the Club's premises where the Group CEO believes, on reasonable grounds, that:
- a) The machine is faulty; or
 - b) The machine has been manipulated; or
 - c) The person claiming payment has not been signed into the Club in accordance with the *Registered Clubs Act*.
- A16.2 Members, guests or visitors are not permitted to reserve a machine other than the one they are playing, and the practice of alternating between machines is not permitted.
- A16.3 No machine will be reserved for more than three (3) minutes unless authorised by the Duty Manager for the Club's premises for the purpose of the member, guest or visitor using an outdoor smoking area.
- A16.4
- a) A player wanting to use a machine which has been reserved for longer than three (3) minutes must first request the Duty Manager for the Club's premises to announce over the public-address system that the machine will be unreserved unless the player who reserved the machine returns to the machine immediately.
 - b) The player making the request may only play the machine after receiving permission to do so from the Duty Manager for the Club's premises.
- A16.5 No person under the age of 18 years will operate a gaming machine.
- A16.6 Only Australian legal tender is to be used to play the Club's gaming machines in the denominations as indicated on the gaming machines.
- A16.7 The gaming machines can only be played by members, guests, temporary members who are lawfully on the Club's premises.
- A16.8 No jackpot or prize will be paid unless the winning combination is seen by authorised employee and verified to be paid pursuant to the Club's procedures made pursuant to the *Registered Clubs Act* for paying jackpots.
- A16.9 No jackpots, prize or winning combination will be paid to a player if won before the opening time of the Club or after closing time has been announced and members, guests and visitors have been requested to leave.
- A16.10 In the case of a member, any jackpot or prize of \$1,500 or more may be paid within 72 hours of verification of financial membership.
- A16.11 In the case of a non-member, any jackpot or prize of \$1,500 or more may be paid within 72 hours by cheque and will be mailed to the address of that person as per information recorded on VSI Scan Units.
- A16.12 The Club reserves the right to ensure that every jackpot, short pay or machine refill is played off.

- A16.13 The Club reserves the right to refuse any member, guest of a member, temporary member or honorary member the right to play gaming machines on the Club premises.
- A16.14 The Club may refuse payment if, in the opinion of the Duty Manager for the Club's premises, the machine has malfunctioned and/or if a winning combination showing has not been registered on the machine.
- A16.15 A member of this Club's gaming machines acknowledges, by choosing to play the Club's gaming machines, that the Club's decision as to whether a gaming machine has malfunctioned or not and/or if a winning combination showing has not been registered on the machine, is final.
- A16.16 If the gaming machine is able to be operated without payment, except for the playing of games won, it is the player's responsibility to immediately report the malfunction to a Club employee.
- A16.17 If the gaming machine overpays, pays on a non-winning combination or otherwise malfunctions, the player must immediately report the malfunction to a Club employee.
- A16.18 Tilting, rocking or in any way moving or damaging a Club gaming machine is strictly prohibited.
- A16.19 It is a breach of the *Registered Clubs Act*, and an offence under that Act, for a person:
- a) To have possession of a device made or adapted, or intended by the person to be used, for interfering with the normal operation of a Club gaming machine; or
 - b) To do anything calculated, or likely, to interfere with the normal operation of a Club gaming machine; or
 - c) To do anything calculated to render a Club gaming machine capable or incapable, even temporarily, of producing a winning combination.
- A16.20 The Club will report to the police any person that the Group CEO considers, on reasonable grounds, may be committing an offence under the *Registered Clubs Act*.
- A16.21 The Club reserves the right to refuse payment to any member, guest or temporary member who in the opinion of the Club has breached this By-Law.
- A16.22 Any member, guest, temporary member or visitor breaching this By-Law may be requested to immediately leave the Club's premises and the member may be liable to suspension.

A17. Credit Facilities

- A17.1 No credit will be extended, in any circumstances, to any person.

A18. Car Parking

- A18.1 Members, guests and visitors will at all times park their cars in accordance with signage in the car parking area of the Club's premises and must enter and leave the Club premises in a careful manner.
- A18.2 Members, guests and visitors must not park in those areas set aside for use by designated Club officials at the Club's premises.
- A18.3 Members, guests and visitors may only park in the Club car park at the Club's premises when they are attending the Club or engaged on Club business.
- A18.4 When a member, guest or visitor is on the Club's premises they will promptly comply with any instructions they are given by a Club employee in relation to parking.

A19. Code of Conduct – Directors

- A19.1 All Directors in discharging their duties of the Club are bound by, and must act in accordance with, the Club Limited's Code of Conduct for Directors.

A20. Director's Uniform

- A20.1 The Club will reimburse all reasonable costs or expenses in relation to the provision of uniforms for the use of each Director when representing the Club.

A21. Reimbursement of Expenses

- A21.1 The Club will reimburse any reasonable expenses incurred by a member acting in good faith on behalf of the Club, where:
- a) The member is acting in:
 - An office to which they have been elected; or
 - A position to which they have been appointed by the Board of Directors; and
 - b) The expenditure was approved in advance:
 - By the Board of Directors; or
 - By the Group CEO; or
 - For expenditure occurring in relation to Tuncurry Beach Bowling Club by the Board of Directors, the Group CEO or Secretary Manager; and
 - c) The expenditure is not contrary to the Constitution.
- A21.2 Despite By-Law A21.1, if a Member has expended money on behalf of the Club, in good faith, and in circumstances of emergency where no authorisation for the expenditure had been obtained, the Board of Directors may, in its absolute discretion where the expenditure is not contrary to the Constitution and in accordance with this By-Law, determine to reimburse the expenditure or some part of it.

A21.3 Any member seeking the reimbursement of reasonable expenses must, to obtain reimbursement, promptly provide, and in any event no later than 14 days following the expenditure receipts detailing:

- a) The nature of the expenditure;
- b) The date of the expenditure;
- c) The place of the expenditure; and
- d) The amount of the expenditure.

A21.4 It is a breach of this By-Law to falsely claim for the reimbursement of expenses.

A22. Code of Conduct – Players

A22.1 Full, life, junior and cadet members will:

- a) Comply with the Club's dress regulations;
- b) Comply with the rules of Bowls NSW, Bowls Australia and/or the rules of the Women's Bowls NSW as is appropriate;
- c) Use their best endeavours to compete in each game in which they, or a team are a member, are entered to compete;
- d) At all times, when representing the Club in relation to the sport of lawn bowls, whether on the playing field or otherwise, and at all times when wearing the uniform of the Club, conduct themselves in a manner that promotes the interests, and upholds the values of the Club and promotes the sport of lawn bowls; and
- e) If under citation for disciplinary purposes, they will not be allowed to participate in any tournament / event at the Club or any other club until the matter is resolved.

A23. Code of Conduct – Employees

A23.1 The Club will ensure, as a condition of employment, of any employee engaged by the Club, that all Club employees are in discharging their duties bound by the Club's Code of Conduct for Employees.

A24. Employees

A24.1 The Club's employees will be under the direction of the Group CEO.

A24.2 No member, guest or visitor will in relation to the Club's employees:

- a) Act discourteously to them; or
- b) Reprimand them; or
- c) Direct, or attempt to direct, them in their duties.

A24.3 A Director of the Board will not, in relation to the Club's employees:

- a) Act discourteously to them; or
- b) Reprimand them; or
- c) Direct, or attempt to direct, them in their duties.

A25. Participation in Election

- A25.1 A member, or a Club employee, must not issue, promote or distribute within any of the Club's premises or properties, or the precincts surrounding the Club and its premises or properties, or at any Club function or at any Club sponsored event, any 'how to vote' ticket or other material which advocates either for, or against, the election of any member to the Board of Directors or to any other office in the Club.
- A25.2 A copy of the Club's Constitution, By-Laws and the Director's Code of Conduct must be supplied to each person requesting a nomination form for election to the Board of Directors.
- A25.3 All nominees for positions on the Board of Directors must complete and sign the statutory declaration attached to the Code of Conduct for Directors, signifying their acceptance, understanding and undertaking to abide by the Code.

A26. Complaints

- A26.1 Complaints by the Club's employees concerning the conduct of members, guests or visitors must be:
- a) In writing;
 - b) Be directed to the Group CEO in relation to the Club; and
 - c) Set out sufficient details of the matter complained of to enable the complaint to be properly investigated.
- A26.2 Any complaint by a member, guest or visitor against a member, guest or visitor must be:
- a) In writing;
 - b) Directed to the Group CEO in relation to the Club; and
 - c) Set out sufficient details of the matter complained of to enable the complaint to be properly investigated.
- A26.3 Any complaints regarding any Club employee must be:
- a) In writing;
 - b) Directed to the Group CEO in relation to the Club; and
 - c) Set out sufficient details of the matters complained of to enable the complaint to be properly investigated.
- A26.4 If the Club's employee being complained of is the Group CEO at the Club, then the complaint will be made in writing to the Chairman at St Johns Park Bowling Club and the other provisions of this By-Law will be applied.
- A26.5 If the Group CEO at the Club is not available to attend to a complaint pursuant to this By-Law, then it will be made to the Duty Manager at the Club's premises concerned who will report on the matter respectively to the Group CEO as soon as practicable.
- A26.6 Complaints are to be attended to within five (5) working days of their receipt.

A26.7 A member, guest or visitor if making a complaint will do so on the form provided, which may be submitted (for onforwarding) to the Duty Manager at the Club's premises concerned or respectively provided online to the Group CEO at the Club.

A26.8 No member will make a false or frivolous complaint about a Club employee, member, guest or visitor.

A27. Standing Orders

A27.1 The following procedures will be adhered to as far as practicable at all meetings of the Club.

A27.2 The Chairman will take the chair for the meeting and upon ascertaining that a quorum is present, will then declare the meeting open for the transaction of business, provided that if no quorum is present within the time prescribed, the meeting will not proceed to business.

A27.3 The order of business (Standing Orders) for General Meetings, other than Special General Meetings, will be:

- a) Attendance and apologies;
- b) Business as notified;
- c) Minutes will be presented for confirmation, but no discussion will be allowed except as to their accuracy as a record of the proceedings;
- d) Business arising out of minutes;
- e) Correspondence;
- f) Financial statements and accounts;
- g) Reports; and
- h) General business on notice.

A27.4 The order of business for Special General Meetings will be:

- a) Attendance and apologies; and
- b) Business as notified.

A27.5 A motion on notice will be required to suspend Standing Orders at a General Meeting other than a Special General Meeting.

A27.6 Standing Orders cannot be suspended at a Special General Meeting.

A27.7 Any member seeking to suspend Standing Orders will give notice, in accordance with the Constitution, to the Group CEO / Secretary.

A27.8 A member may at a meeting give notice of a motion to be moved at a future meeting by handing a copy thereof to the Group CEO / Secretary.

A27.9 A notice of motion will be dealt in the order in which it stands in the agenda, in relation to other similar notices, provided that a motion to adjourn Standing Orders will be dealt with prior to the agenda item of concern being dealt with.

A27.10 No notice entered on the notice paper will be proceeded with unless the member, who has given such notice, is present when the business is called in its order.

A27.11 Notices not proceeded with will be struck out.

A27.12 No new business will be taken later than three (3) hours after the commencement of a meeting unless an extension of time is granted by the meeting.

A27.13 Any member engaging in misconduct during a meeting or obstructing the business of the meeting will be called to order by the Chairman and, if after being called to order, the member persists in the misconduct or obstruction or otherwise refuses or fails to comply with the Chairman's direction, that member will be immediately excluded from taking any further part in the business of the meeting and may be physically expelled from the meeting.

A28. Rules of Debate

A28.1 No discussion will be allowed except on a motion or amendment, duly proposed and seconded.

A28.2 A call for a seconder will only be put twice at which time if the motion or amendment has not been seconded it will lapse.

A28.3 Any member desiring to propose a motion or amendment or to discuss any matter under consideration must address the Chairman.

A28.4 No member will address the meeting unless, and until, called upon by the Chairman.

A28.5 When the Chairman speaks during a meeting the member then speaking, or offering to speak, will cease so that the Chairman may be heard without interruption.

A28.6 The Chairman will call to order any speaker who departs from the question or who violates the courtesies or rules of debate.

A28.7 If the Chairman determines to participate in a debate at any meeting then the Chairman will vacate the chair whilst participating and the Deputy Chairman will take the chair or if the Deputy Chairman is not in attendance then another Chairman will be appointed by members participating in the meeting.

A28.8 All motions will be determined in the following manner:

- a) The proposer of the motion will have five (5) minutes at the time of moving the motion to present an argument in support of the motion and three (3) minutes to reply, where the reply is limited to the answering of arguments advanced against the motion;
- b) The seconder of a motion and all other speakers will be limited to three (3) minutes;
- c) The meeting, on motion without debate, may extend the time of any speaker but an extension of time must not exceed three (3) minutes – the meeting may agree to further extensions on the same basis;

- d) The Chairman will call attention to the time of all speakers one (1) minute before their time expires and motions for extensions may be made when the Chairman so calls, but not later; and
- e) After the motion has been proposed and seconded, no more than two (2) members will speak in succession on one side, either for or against any question before the meeting and if at the conclusion of the second speaker's remarks no member rises to speak on the other side, the motion or amendment will at once be put to the meeting, subject to By-Law A28.8 (a).

A28.9 All votes at meetings will be subject to the following:

- a) The Chairman will read the motion and determine the question on the voices, provided that the Chairman may call for a show of hands;
- b) Every question submitted to a meeting will be decided by a show of hands, unless a poll is demanded by five (5) members;
- c) In the case of an equality of votes whether on show of hands or on a poll the Chairman of the meeting will have a second or casting vote; and
- d) The Chairman will then declare the motion carried or lost.

A28.10 In the event of a motion being carried or lost by a narrow majority, any three (3) members may demand a division and on a division being called for, those in favour will go to the side of the room on the Chairman's right and those against to the Chairman's left and the number on each side will be counted and the number of voters (for and against) will be recorded in the minutes.

A28.11 At any time during debate on any motion it will be competent for any member who has not spoken to the motion to move an amendment, which will be subject to the following:

- a) All amendments must be seconded;
- b) Motions may be amended by adding words, by deleting words, or by deleting words and inserting others in their place;
- c) The effect of any proposed amendment cannot be to establish a direct negative to the question contained in the motion;
- d) Only one (1) amendment will be received at a time and that amendment must be disposed of before any further amendment may be considered or moved;
- e) All amendments will be put before the original motion;
- f) The proposer of an amendment will not have a right of reply; and
- g) Should an amendment be carried it becomes the substantive motion and thereon a further amendment may be proposed, however, if no further amendment is proposed, the amendment which has become the substantive motion, will be put without further debate subject to By-Law A28.11 (e).

A28.12 Where a motion is considered by a meeting without any amendments being proposed no member except for the proposer of the motion will speak more than once on the motion, unless by way of personal explanation or with the consent of the meeting.

- A28.13 Where an amendment or amendments are proposed, then a member may speak for or against any amendment which is proposed.
- A28.14 Any member who thinks they have been misrepresented by a speaker may with the indulgence of the Chairman interrupt the speaker to correct the misstatement, but the member must not enter into argument.
- A28.15 It will be competent at any time during a debate for a member who has not spoken to a motion under consideration to rise and move "That the question be now put" but no discussion will be allowed and if this motion is seconded and carried, the Chairman will immediately call upon the member (if any) who may have the right of reply, and then, immediately following the reply, the Chairman will put the motion which will include the amendments (if any) that have been moved and accepted.
- A28.16 No motion upon any other subject will be submitted until the one before the Chairman is disposed of in accordance with this By-Law.
- A28.17 Should any question have occupied the attention of the meeting for 20 minutes, the discussion on such question will be closed and the Chairman will then call on the proposer to reply, unless the meeting decides by resolution to continue the discussion of the matter in question.
- A28.18 A motion may be dealt with by:
- a) Adoption as moved;
 - b) Rejection as moved;
 - c) Adoption after amendment of the subject matter;
 - d) Any of the following motions, will be in order despite a motion (or motion with amendments) being before the meeting:
 - "The Order of the Day", i.e., that the next business in order be now taken;
 - Postponement of the question, either to a definite time or a time to be fixed;
 - Reference to a committee;
 - Adjournment of:
 - A. The debate; or
 - B. The meeting.
- A28.19 A motion for adjournment:
- a) May be proposed and seconded at any time during the meeting;
 - b) May be debated, provided that not more than four (4) speakers be allowed both for and against the motion, inclusive of the proposer and seconder;
 - c) Provides no right of reply for the proposer of the motion; and
 - d) Will be successful if carried by a majority of members present.
- A28.20 A second motion for adjournment will not be proposed until the subject under discussion at the time of the first motion for adjournment has been disposed of.

A28.21 Questions of order will be decided by the Chairman, whose ruling will be final unless challenged by a formal motion submitted to the meeting.

A28.22 Any member may rise to a Point of Order when the member considers the rules of debate to have been violated provided that the member must submit the "Point of Order" to the Chairman, who will decide the question as prescribed in By-Law A28.18.

A28.23 Upon the Point of Order being raised, the member addressing the meeting at the time will take their seat and will remain seated until the Point of Order has been decided.

A28.24

- a) A ruling given by the Chairman on any question may be subject to a motion of dissent calling the meeting to disagree with the ruling.
- b) On the motion of dissent becoming seconded, the Chairman will vacate the chair which will be taken by the Deputy Chairman or otherwise in accordance with By-Law A28.7.

A28.25 No motion of dissent from the Chairman's ruling will be permitted unless it be made before any other business has been proceeded to.

A28.26 The procedure to determine a motion of dissent will be as follows:

- a) The member proposing the motion of dissent will be given five (5) minutes to support the motion;
- b) The Chairman will be given five (5) minutes to defend their ruling; and
- c) The Acting Chairman will then put the question and on the question being determined the Chairman will resume the chair.

A28.27 A report of a committee officially presented will be received without motion, but the adoption of such report either absolutely, or by clauses, will be moved and seconded.

A28.28 It will be competent for any member to move the reconsideration of a resolution that has been passed by a meeting, provided that the member will have given notice at a previous meeting.

A28.29

- a) It will be competent for any member to propose that any subject will be considered in a committee of the whole meeting.
- b) The vote on such proposition when seconded will then be taken without discussion.

A29. Constitution

A29.1 A copy of the Constitution and By-Laws will be made available to any member who requests a copy in writing to the Group CEO at St Johns Park Bowling Club or may be downloaded from the Club's website at www.sjpbowling.com.au.

A29.2 A copy of the By-Laws will be made available from the Group CEO at St Johns Park Bowling Club for perusal of members.

A29.3 Members are required to make themselves familiar with the Constitution and By-Laws of the Club.

A30. Breach of Club By-Laws

A30.1 Any breach of the Club By-Laws may be dealt with by the Board of Directors as an offence under Clause 43 of the Club Constitution.

A30.2 Any member, guest or visitor who in the opinion of the Group CEO at St Johns Park Bowling Club, or in the Group CEO respective absence, the Duty Manager for the Club's premises, has:

- a) Contravened the Clubs' Constitution; or
- b) Contravened these By-Laws; or
- c) Is intoxicated; or
- d) Is violent; or
- e) Is quarrelsome; or
- f) Is indecent; or
- g) By their presence on the Club's premises may render the Club, or the Group CEO or any Club Officer or Club employee, liable to a penalty under the *Registered Clubs Act*,

may be dealt with in accordance with Clause 43 of the Club Constitution and the member, guest or visitor may be removed from the Club's premises.

A30.3 The Group CEO may suspend any member who has been dealt with pursuant to By-Law A30.2, for a period of no more than 48 hours.

A30.4 The Chairman may extend the suspension, provided for by By-Law A30.3 for a further period not exceeding 21 days.

A30.5 Any Member who is suspended pursuant to By-Laws A30.3 or A30.4 must deliver to the Group CEO their membership card which must not be returned to the member during the period of suspension.

A30.6 Any member who is alleged to have breached the Club Constitution or these By-Laws and who is required to show cause to the Board of Directors or to the Club's Disciplinary Committee, must, if suspended pursuant to Clause 42 (h) of the Club Constitution, promptly deliver to the Group CEO their membership card which must not be returned to the member during the period of suspension.

A30.7 So there can be no doubt a member who is suspended is not, during the period of suspension, entitled to:

- a) Access the Club's premises;
- b) Take any benefit to which a member of the class to which the member belongs is entitled; and
- c) If a full member or life member, participate in bowls at or on behalf of the Club.

B. TUNCURRY BEACH BOWLING CLUB

The following Club's Name in the By-Laws, **Tuncurry Beach Bowling Club**, will be known as "The Club".

B1. Membership

- B1.1 An applicant who applies for full playing membership, or for transfer to full playing membership from Club Membership in relation to the Club, must satisfy the Board of Directors at the time of application that the applicant will actively, and regularly, participate in the bowling activities of the Club.
- B1.2 If the applicant fails to satisfy the Board of Directors that the applicant will actively, and regularly, participate in the bowling activities of the Club then the application will be refused.
- B1.3 Bowling (Membership) Procedures:
- a) Application forms may be obtained from the Bowls Co-ordinator and/or the Club's Reception; and
 - b) The applicant, by making their application to, if called upon, appear before the Advisory Committee to answer any questions in respect to the applicant's suitability for election to full membership.
- B1.4 Applications for membership are to be recorded in chronological order, setting out the time and date each application is lodged in the Secretary Manager's office.
- B1.5
- a) The Secretary Manager will immediately post completed applications on the Club Notice Board at the Club and they will remain there for 21 days;
 - b) Any full member who has any objections to the applicant will submit their objection in writing to the Secretary Manager within 21 days of the application being posted on the Club Notice Board at the Club; and
 - c) The contents of any objections will be forwarded to the Tuncurry Advisory Committee for their consideration.
- B1.6 All other applications will be dealt with as soon as possible by the Secretary Manager referring them to the Tuncurry Advisory Committee.
- B1.7 The Secretary Manager will seek the supply of any additional information as may be requested by the Tuncurry Advisory Committee.
- B1.8 The Tuncurry Advisory Committee will, once it has considered the application, or any additional information it has sought, and has, if it requires to do so, interview the applicant, refer the application to the Board of Directors with a recommendation for the election or rejection, as the case may be, of the applicant.
- B1.9 The Board of Directors will at its first meeting following receipt of the Tuncurry Advisory Committee's recommendation, make its determination as to the election or rejection of the applicant.

- B1.10 The Board of Directors does not have to provide reasons for making its determination.
- B1.11 The Board of Directors' decision on this matter will be final.
- B1.12 The Board of Directors may set limits on the number of full, life and junior members that can be accepted by the Club but in setting any limits must take the following matters into consideration:
- a) The number of greens available for social or representative play;
 - b) The playing pattern of members;
 - c) The commitment of the Club to competition play; and
 - d) The commitment of the Club to training and mentoring.
- B1.13 The Board of Directors in setting any limits may set different limits for full, life and junior members playing at the Club.
- B1.14 In the event that limits are set and those limits are reached then any applicant for membership will be informed.
- B1.15 Notwithstanding the above provisions when making recommendations to the Board of Directors, the Tuncurry Advisory Committee will have the authority to give priority to the following classes of applicants when membership is full:
- a) Junior bowlers with 12 months' continuous membership as a junior bowler;
 - b) A spouse of a full member;
 - c) Sons and daughters of full members;
 - d) Bowlers from outside the Forster / Tuncurry district coming into the district and taking up permanent residence in the area will be given priority over bowlers from neighbouring clubs within the Forster / Tuncurry district;
 - e) Bowlers who have gained State, National or International recognition and whose membership could be considered to be of benefit to the Club; and
 - f) Applicants, who are new bowlers, residing in the Forster / Tuncurry district will be given preference over those residing outside the immediate Forster / Tuncurry district.
- B1.16 Junior Membership
- a) A junior member means any person who is less than 18 years of age;
 - b) Junior members may use the Club's greens for practice and coaching and play social games amongst themselves or with adult bowlers, as determined by the Bowls Co-ordinator at the Club;
 - c) The participation of junior members in Club or inter-club competitions will be governed by the conditions of such competition;
 - d) Junior members will:
 - Pay green fees as determined by the Board of Directors;
 - Be permitted to use Club facilities with the exception that they are not permitted to be served with, or consume, any liquor on the Club premises;

- Not be permitted to enter areas designated as gaming areas where gaming or betting machines are installed or any restricted area as defined in the *Registered Clubs Act* and recorded in the Licensing Court of NSW;
 - On becoming a member of the Club, be bound by the Constitution and By-Laws; and
 - On attaining the age of 18 years must apply in writing for full membership.
- e) In the case of a junior member being called before a Committee on a charge or complaint such member will be entitled to be accompanied by a parent or guardian.

B2. Club Dress

B2.1 The following clothing is of an unacceptable standard and must not be worn on the Club's premises unless approved by the Secretary Manager for the purposes of a promotion or Club activities:

- a) Running shorts; or
- b) Stubbies; or
- c) Abbreviated shorts; or
- d) Football socks; or
- e) Football jumpers; or
- f) Singlets; or
- g) Muscle shirts.

B2.2 Pennants uniforms or bowls attire are not permitted to be worn in the Club showroom, except for authorised / official Bowls functions, unless approved by the Secretary Manager.

B3. Club Property

B3.1 Members are not permitted to enter the Administrative Offices and/or Boardroom at the Club, unless invited by a Director of the Board and/or the Secretary Manager.

B4. Use of Club Property

B4.1 Approval of the Secretary Manager must first be obtained for:

- a) Use of the address of the Club or of the Club's premises in any advertisement;
- b) Use of the address of the Club or of the Club's premises in any circular, letter or document in connection with any business undertaking;
- c) Exhibition of any pamphlet, advertisement or notice of any kind on the Club's premises; and
- d) Meetings of any description on the Club's premises.

- B4.2 Members, guests and visitors booking for shows or the use of any function rooms at the Club, will do so in accordance with the procedures provided by the Secretary Manager.

B5. Complaints

- B5.1 Complaints by the Club's employees concerning the conduct of members, guests or visitors must be:
- a) In writing;
 - b) Be directed to the Secretary Manager; and
 - c) Set out sufficient details of the matter complained of to enable the complaint to be properly investigated.
- B5.2 Any complaint by a member, guest or visitor against a member, guest or visitor must be:
- a) In writing;
 - b) Directed to the Secretary Manager; and
 - c) Set out sufficient details of the matter complained of to enable the complaint to be properly investigated.
- B5.3 Any complaints regarding any Club employee must be:
- a) In writing;
 - b) Directed to the Secretary Manager; and
 - c) Set out sufficient details of the matters complained of to enable the complaint to be properly investigated.
- B5.4 If the Club's employee being complained of is the Secretary Manager at the Club, then the complaint will be made in writing to the Group CEO at St Johns Park Bowling Club and the other provisions of this By-Law will be applied.
- B5.5 If the Secretary Manager at the Club is not available to attend to a complaint pursuant to this By-Law, then it will be made to the Duty Manager at the Club's premises concerned who will report on the matter respectively to the or to the Secretary Manager as soon as practicable.
- B5.6 Complaints are to be attended to within five (5) working days of their receipt.
- B5.7 A member, guest or visitor if making a complaint will do so on the form provided, which may be submitted (for onforwarding) to the Duty Manager at the Club's premises concerned or respectively provided online to the Secretary Manager at the Club.
- B5.8 No member will make a false or frivolous complaint about a Club employee, member, guest or visitor.

B6. Tuncurry Beach Men's Bowling Club

- B6.1 There will be a Club Section known as the Tuncurry Beach Men's Bowling Club.
- B6.2 The Tuncurry Beach Men's Bowling Club will hold their Annual General Meeting at least one (1) month prior to the St Johns Park Bowling Club Annual General Meeting.
- B6.3
- a) A full playing member of the Tuncurry Beach Men's Bowling Club who has rendered long or meritorious service to the Club may be elected as a life member by resolution carried by a 90% majority of the members present and voting at an Annual General Meeting of the Tuncurry Beach Men's Bowling Club, following the submission to such meeting of an appropriate recommendation from the Tuncurry Advisory Committee and the St Johns Park Bowling Club Board of Directors;
 - b) A person elected as a life member shall be relieved from payment of any subscription or levies but shall have all the rights and privileges of a full playing member of the Tuncurry Beach Men's Bowling Club; and
 - c) No more than one (1) life member shall be elected at any Annual General Meeting of the Tuncurry Beach Men's Bowling Club.
- B6.4
- a) The Tuncurry Beach Men's Bowling Club Annual General Meeting may appoint a patron for the Tuncurry Beach Men's Bowling Club; and
 - b) Nominations for the position of patron of the Tuncurry Beach Men's Bowling Club will be called at the Tuncurry Beach Men's Bowling Club Annual General Meeting, and the patron will be then appointed from the nominees by the Annual General Meeting.
- B6.5
- a) The Tuncurry Beach Men's Bowling Club may appoint a welfare officer for the Tuncurry Beach Men's Bowling Club; and
 - b) Nominations for the position of welfare officer for the Tuncurry Beach Men's Bowling Club will be called at the Tuncurry Beach Men's Bowling Club Annual General Meeting and the welfare officer will then be appointed from the nominees by the Annual General Meeting.
- B6.6
- a) The Tuncurry Beach Men's Bowling Club Committee will comprise of the following positions:
 - President;
 - Vice President; and
 - A minimum of four (4) ordinary members to a maximum of eight (8) ordinary members.
 - b) Only full members or life members of the Tuncurry Beach Men's Bowling Club are entitled to nominate for election to a position on the Tuncurry Beach Men's Bowling Club Committee.
 - c) Nominations are to be in writing, moved by another full member or life member of the Tuncurry Beach Men's Bowling Club, and received by the Secretary Manager no later than 14 days prior to the Tuncurry Beach Men's Bowling Club Annual General Meeting.

- d) A member nominating for office may nominate for more than one (1) office but must state the offices on the nomination form and if elected to an office will not continue as a candidate for any other office.
- e) Only full members or life members may vote for an applicant for a position on the Tuncurry Beach Men's Bowling Club Committee.

B6.7

- a) The election of members of the Tuncurry Beach Men's Bowling Club Committee will be held over a 10-day period prior to the Annual General Meeting. The times and dates of the days for voting, once posted on the Club Notice Board are not to be deviated from;
- b) If there are no more members nominating for a position than positions to be filled, the nominee will be declared elected;
- c) If there are more members nominating than positions to be filled, then an election must be held as follows:
 - The Secretary Manager or the Secretary Manager's nominated representative will be the Returning Officer and will conduct the election;
 - The election will be by secret ballot;
 - The members entitled to vote will mark the ballot paper in accordance with the instructions;
 - The ballot will be counted by the Returning Officer;
 - The ballot will be counted on a First Past The Post basis; and
 - The Returning Officer will, after completing the count, declare the result at the Tuncurry Beach Men's Bowling Club Annual General Meeting.
- d) The successful nominees for office will take office upon the declaration of the result by the Returning Officer.
- e) The members of the Tuncurry Beach Men's Bowling Club Committee will hold their positions from their election until they retire, are removed or replaced at the election next held.
- f) In the event that a casual vacancy occurs in any position on the Tuncurry Beach Men's Bowling Club Committee, the Tuncurry Beach Men's Bowling Club Committee may appoint a person, being otherwise qualified to stand for election to the position, to the casual vacancy for the balance of the term of the member who has vacated the position concerned.
- g) The members of the Tuncurry Beach Men's Bowling Club Committee will vacate their positions at the Tuncurry Beach Men's Bowling Club Annual General Meeting, but may be nominated again for election to a position on the Tuncurry Beach Men's Bowling Club Committee.

B6.8 The Tuncurry Beach Men's Bowling Club Committee will nominate two (2) full members to represent the Club as delegates to the Manning District Bowling Association Inc.

B6.9 The Tuncurry Beach Men's Bowling Club Committee, when the occasion arises, may call for volunteers to assist in the day to day operations of bowls tournaments and associated functions or duties.

B7. Selectors – Men's

- B7.1 There will be a Selection Committee formed for the selection of all Pennant grades.
- B7.2 The Tuncurry Beach Men's Bowling Club Committee will call for expressions of interest for selectors from full bowling and life members (who have been bowling members at the Club for a minimum of three (3) years) prior to the Tuncurry Beach Men's Bowling Club's Annual General Meeting.
- B7.3
- a) Expressions of Interest are in writing, moved by another full bowling or life member of the Tuncurry Beach Men's Bowling Club, and received by the Secretary Manager no later than 14 days prior to the Tuncurry Beach Men's Bowling Club's Annual General Meeting.
 - b) The election of members of the Tuncurry Beach Men's Bowling Club Selection Committee will be held over a 10-day period prior to the Annual General Meeting. The times and dates for voting, once posted on the noticeboard are not to be deviated from.
- B7.4 The current full bowling members of the Tuncurry Beach Men's Bowling Club will elect a maximum of five (5) selectors from such expressions of interest, with the outcome being a result of the majority of votes.
- B7.5 The Chairman of selectors will be the Bowls Co-ordinator of the Club and will be a non-voting member of the Selection Committee.

B8. Bowls Co-ordinator

- B8.1 The Bowls Co-ordinator at the Club will be responsible for the day to day running of Bowls, inclusive of:
- a) Club Championships;
 - b) Tournaments;
 - c) Social play;
 - d) Coaching; and
 - e) Will be the Chairman of the Selection Committee in a non-voting role.
- B8.2 The Bowls Co-ordinator at the Club will attend any Tuncurry Beach Men's Bowling Club Committee meetings or any Tuncurry Beach Women's Bowling Club Committee meetings they are requested to attend by either the Tuncurry Beach Men's Bowling Club Committee or the Tuncurry Beach Women's Bowling Club Committee.
- B8.3 The Bowls Co-ordinator at the Club will report directly to the Secretary Manager.
- B8.4 The Bowls Co-ordinator will liaise with, respectively, the Head Green Keeper at the Club in relation to all matters in connection with play on the greens.
- B8.5 The Head Green Keeper at the Club will have the responsibility for determining the following in relation to the greens:
- a) When greens are open for play; and
 - b) Which rinks are available for play.

- B8.6 In the absence of the Head Green Keeper at the Club the Bowls Co-ordinator or his nominated representative will be responsible for determining:
- a) When greens are open for play; and
 - b) Which rinks are available for play.
- B8.7
- a) The Bowls Co-ordinator at the Club will be responsible for ensuring that liaison occurs between the Men and Women Committees.
 - b) In the first instance, any member of either the Men's or Women's Committee wishing to make contact with the Bowls Co-ordinator will make contact with the Bowls Co-ordinator assigned to the Club.
- B8.8 The Bowls Co-ordinator will, in conjunction with, respectively, the Secretary Manager at the Club, be responsible for making arrangements for refreshments during the course of tournaments, social or special bowling days.
- B8.9 The Bowls Co-ordinator will, in conjunction with, respectively, the Secretary Manager at the Club, be responsible for preparing a draft annual budget to provide for the conduct of the Bowls Department.
- B8.10 The draft annual budget for the Club will be submitted, no later than April in each year to the Group CEO and Chief Financial Officer for review before it is referred by the Audit and Compliance Committee for the approval and, if appropriate, adoption by the Board of Directors.

B9. Tuncurry Advisory Committee

- B9.1 "Tuncurry Advisory Committee" means the Advisory Committee of the Club premises comprising:
- a) A Chairman appointed by the Board of Directors;
 - b) The Presidents of the Club's Men and Women bowling sections;
 - c) Subject to the absolute discretion of the Board of Directors, two (2) other full playing members each of which is elected by the full playing members of the Club premises:
 - (i) Is a life member who ordinarily resides within a radius of 150 kilometres from the Club's premises at 21 Parkes Street, Tuncurry NSW 2148; or
 - (ii) Is a full playing member who ordinarily resides within a radius of 150 kilometres from the Club's premises at 21 Parkes Street, Tuncurry NSW 2148; and has at least three (3) years continuous membership of the Club as a full playing member.
- B9.2 At the first meeting of the Board of Directors after the Annual General Meeting at St Johns Park Bowling Club in an election year; as in By-Law B9.1 (c) (i), the Board will call for expressions of interest at the Club and a Chairman will be appointed from within a list of those bowling members who have had three (3) or more years continuous bowling membership and have expressed an interest in standing for the position of Chairman of the Tuncurry Advisory Committee.
- B9.3 The term of the Tuncurry Advisory Committee Chairman will be the term of the present Board of Directors at St Johns Park Bowling Club being two (2) years.

- B9.4 Expressions of interest from any full bowling member of the Club having had three (3) or more years continuous bowling membership at the Club or St Johns Park Bowling Club will be called by the Board of Directors subsequent to an Annual General Meeting to fill two (2) Committee positions on the Tuncurry Advisory Committee as in By-Law B9.1 (c).
- B9.5 The Club's Men and Women sections will hold an election of members who nominate for the two (2) positions on the Tuncurry Advisory Committee as in By-Law B9.3.
- B9.6 That election shall be held over five (5) days at which only full bowling members of the Club are entitled to vote. The times and dates of the days for voting, once agreed by the Tuncurry Advisory Committee and posted on the Club Notice Board are not to be deviated from. Voting hours are between 3.00pm to 6.00pm Wednesday to Sunday the week following the Club's Annual General Meeting.
- B9.7 The persons with the most number of votes will be declared the successful members elected to the Tuncurry Advisory Committee, if in the event of a tie the Tuncurry Advisory Committee will conduct a random draw to determine the elected Committee member.
- B9.8 If a vacancy occurs on the Tuncurry Advisory Committee the following will apply:
- a) The Board of Directors will call for expressions of interest at the Club for the position of Advisory Committee Member.
 - b) The expressions of interest will be open for a period of five (5) days.
 - c) The vacancy will be appointed by the Board of Directors from within the list of those bowling members who have had three (3) or more year's continuous bowling membership and have expressed an interest in standing for the vacant position of the Tuncurry Advisory Committee.
 - d) The vacant position that is filled will only be valid for the period of time before the next Board of Directors election.
- B9.9 Any disputes are to be sent to the Group CEO at St Johns Park Bowling Club and if necessary to the Board of Directors by the Group CEO and any decision made by the Board of Directors will be final.
- B9.10 Any out of pocket expenses for the Chairman of the Tuncurry Advisory Committee may be approved by the Board of Directors and only on the submission of approved documentation. The Board of Directors is not obligated to make such payment and the decision of the Board of Directors on this matter will be final.

B10. Constitution

- B10.1 A copy of the By-Laws will be made available from the Secretary Manager at the Club for perusal of members.

B11. Breach of Club By-Laws

- B11.1 Any breach of the Club By-Laws may be dealt with by the Board of Directors as an offence under Clause 43 of the Club Constitution.

- B11.2 Any member, guest or visitor who in the opinion of the Secretary Manager at the Club, or in the Secretary Manager's respective absence, the Duty Manager for the Club's premises, has:
- a) Contravened the Clubs' Constitution; or
 - b) Contravened these By-Laws; or
 - c) Is intoxicated; or
 - d) Is violent; or
 - e) Is quarrelsome; or
 - f) Is indecent; or
 - g) By their presence on the Club's premises may render the Club, or the Secretary Manager or any Club Officer or Club employee, liable to a penalty under the *Registered Clubs Act*,
- may be dealt with in accordance with Clause 43 of the Club Constitution and the member, guest or visitor may be removed from the Club's premises.
- B11.3 The Group CEO of St Johns Park Bowling Club may suspend any member who has been dealt with pursuant to By-Law B11.2, for a period of no more than 48 hours.
- B11.4 The Chairman of St Johns Park Bowling Club may extend the suspension, provided for by By-Law B11.3 for a further period not exceeding 21 days.
- B11.5 Any Member who is suspended pursuant to By-Laws B11.3 or B11.4 must deliver to the Secretary Manager of the Club their membership card which must not be returned to the member during the period of suspension.
- B11.6 Any member who is alleged to have breached the Club Constitution or these By-Laws and who is required to show cause to the Board of Directors or to the Club's Disciplinary Committee, must, if suspended pursuant to Clause 42 (h) of the Club Constitution, promptly deliver to the Secretary Manager of the Club their membership card which must not be returned to the member during the period of suspension.
- B11.7 So there can be no doubt a member who is suspended is not, during the period of suspension, entitled to:
- a) Access the Club's premises;
 - b) Take any benefit to which a member of the class to which the member belongs is entitled; and
 - c) If a full member or life member, participate in bowls at or on behalf of the Club.

C. CLUB WALLACIA

The following Club's Name in the By-Laws, **Club Wallacia**, will be known as "The Club".

C1. Club Wallacia Advisory Committee

C1.1 "Club Wallacia Advisory Committee" means the Advisory Committee of the Club Wallacia premises. Its term of operation as set out below:

- a) The Board of St Johns Park Bowling Club will create an Advisory Committee in respect of Club Wallacia premises consisting of three (3) members all of whom will be Club Wallacia Full Playing Members and shall comprise:
 - (A) The Advisory Committee Chairperson who will be appointed by the Board of Directors of St Johns Park Bowling Club after seeking Expressions of Interest from Club Wallacia Full Playing Members;
 - (B) The President of Club Wallacia Men's Bowling sub-club;
 - (C) One (1) Club Wallacia Full Playing Member elected by the members of Club Wallacia in such a manner as determined by the Board of St Johns Park Bowling Club by By-Law.
- b) The position of Advisory Committee Chairperson will be open to Expressions of Interest every two (2) years in line with the St Johns Park Bowling Club Board Elections and will be selected by the Board of St Johns Park Bowling Club.
- c) The Advisory Committee will be required to meet monthly and forward any recommendations and progress reports to the St Johns Park Bowling Club Board.
- d) The Advisory Committee will make recommendations about the Club Wallacia premises for consideration by the Board of St Johns Park Bowling Club but will have no function in the governance or management of the Amalgamated Club or Club Wallacia premises.

C2. Membership

C2.1 An applicant who applies for full membership, or for transfer to full playing membership from Club Membership in relation to the Club, must satisfy the Advisory Committee at the time of application that the applicant will actively, and regularly, participate in the bowling activities of the Club.

C2.2 If the applicant fails to satisfy the Advisory Committee that the applicant will actively, and regularly, participate in the bowling activities of the Club, then the application will be refused.

C2.3 Applications for membership will be recorded in chronological order, setting out the time and date of each application is lodged with the Advisory Committee office.

C2.4

- a) The Advisory Committee's office will immediately post the completed application on the Club's Notice Board and they will remain there for 21 days.

- b) Any full member who has objections to the applicant will submit their objection in writing to the Advisory Committee within 21 days of the application being posted on the Notice Board at the Club for their consideration.

C3. Junior Membership

C3.1


- a) Junior Member means a person who is less than 18 years of age.
- b) Junior Members may use the Club's Greens for practice, coaching and playing of social games amongst themselves or with adult bowlers, as determined by the Advisory Committee of the Club.
- c) The participation of Junior Members in the Club or inter-club competitions will be governed by the conditions of such competitions.
- d) Junior Members will:
- Pay Green Fees as determined by the Advisory Committee.
 - Be permitted to use Club facilities with the exception that they are not permitted to be served with, or consume, any liquor on the Club premises.
 - Not be permitted to enter areas designed as gaming areas where gaming machines are installed or any restricted area as defined in the *Registered Clubs Act* and recorded in the Licensing Court of NSW.
 - On becoming a member of the Club, be bound by the Constitution and By-Laws of the Club and on attaining the age of 18 years must apply for full membership.

C4. Club Property

- C4.1 Members or guests are not permitted to enter the rear of the bar or kitchen areas unless invited by the Duty Manager and/or Advisory Committee.

St Johns Park Bowling Club Ltd
By-Laws – Issue No. 41

Adopted by the Board of Directors of St Johns Park Bowling Club Limited at the Board Meeting of 31 January 2017.



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David Marsh
Group CEO

Per the Board of Directors