



ASQUITH BOWLING & RECREATION CLUB LTD

BY-LAWS

1 PRELIMINARY

- 1.1 These By-Laws are made by the Board of the Club pursuant to the power conferred upon the Board by Rule 61 of the Club's Constitution.
- 1.2 The Board may alter or repeal a By-Law at a meeting of the Board or by way of a special resolution in accordance with Rule 70 and any alteration or a repeal of a By-Law shall come into force and be duly operative upon posting on the Club's Notice Board.
- 1.3 These By-Laws are to be read subject to the Constitution of the Club and in the event of any inconsistency the Constitution shall prevail.
- 1.4 These By-Laws are binding on each member of the club in the same manner as if each member had subscribed their name thereto.
- 1.5 In these By-Laws the expression '**the Board**' means the Board of Directors of the Registered Club known as Asquith Bowling and Recreation Club Limited that is elected biennially by the members.
- 1.6 In these By-Laws the expression '**the Club**' means the Registered Club known as Asquith Bowling and Recreation Club Limited.
- 1.7 In these By-Laws the expression '**the General Manager**' means the person occupying the position as "secretary" in the constitution.
- 1.8 A copy of the Constitution of the Club is available from the General Manager of the Club.
- 1.9 The Club Human Resources Policy and Procedures Manual as approved by the Board shall be referred to in these rules as the HRPPM.
- 1.10 A reference to the Royal New South Wales Bowling Association shall include a reference to any successor body.
- 1.11 A reference to the New South Wales Women's Bowling Association shall include a reference to any successor body.

2 OBJECTIVES

2.1 As clearly outlined in Rule 6 of the Constitution of the Club.

3 ELECTION OF THE BOARD OF DIRECTORS

3.1 The Following By-Law is to be read in conjunction with Rule 55 (Election of the Board) of the Club's Constitution:

3.1.1 The Board may authorise

- a) the duly determined Returning Officer to appoint at least two Assistant Returning Officers;
- b) Appoint an appropriate third-party contractor to run the election process.

3.1.2 Ballot papers shall contain first name and the surname of the candidates together with the dates of serving on the board and an * denoting retiring member.

3.1.3 The Chairperson of the Annual General Meeting may elect to delegate the role of receiving and announcing the result of the ballot to another person.

3.1.4 Each Candidate may submit to the returning officer a pdf supporting their candidature not exceeding 1 a4 page. On approval this page will be sent to all persons who receive a ballot paper or made accessible to all electors via a special link on the Club website, and any additional displays the returning officer sees fit.

3.1.5 The Returning Officer shall not approve this document if it contains any negative aspersions on any other candidate or the Club.

3.1.6 The Returning Officer shall ensure that all electors are advised where they may obtain information about the candidates for election.

3.1.7 The Returning Officer shall accept a nomination of a scrutineer from each of the candidates for Chairman. Should a cost arise from this, the expense shall be borne by the candidate alone.

4. ANNUAL GENERAL MEETING

4.1 Financial social members are entitled to attend the Annual General Meeting and general meetings of the Club however they may not vote on certain matters as outlined in Clause 22 (d) (i).

4.2 Financial social members are entitled to address the Annual General Meeting and general meetings of the Club as is any other category of financial member excepting junior members.

5 MEN'S BOWLING CLUB

- 5.1 All male bowling members and male Life Members of the Club shall be deemed to be members of the Men's Bowling Club.
- 5.2 The members of the Men's Bowling Club shall elect from their number to a Management Committee which shall consist of the Office Bearers as set out in their constitution:
- 5.3 The Board may delegate to the Management Committee of the Men's Bowling Club such powers as the Board may from time to time think fit in relation to the activities of the Men's Bowling Club and any such delegation may from time to time be revoked or altered.
- 5.4 The Men's Bowling Club may with the approval of the Board (such approval not to be unreasonably or arbitrarily withheld) and the Royal New South Wales Bowling Association adopt a Constitution to regulate the sporting and other activities of the Men's Bowling Club provided that in the event of any inconsistency between such Constitution and the Memorandum and Articles of Association of the Registered Club then the Memorandum and Articles of Association of the Registered Club shall prevail.
- 5.5 It is the intention of the Board that the Men's Bowling Club shall (subject to obligation of the Board to foster and maintain the best interests of the Club) be given maximum autonomy in the conduct of the sporting and social affairs and activities of its members. Refer to Rule 60 (g) of the Club's Constitution in relation to disciplinary matters.
- 5.6 The Management Committee of the Men's Bowling Club shall be entitled to manage the financial affairs of the Men's Bowling Club including the keeping of bank accounts in the name of the Men's Bowling Club the charging of fees in addition to fees payable to the Registered Club and the conducting of fund raising activities provided that:
 - 5.6.1 The Management Committee shall supply to the General Manager a monthly statement of receipts and payments of the Men's Bowling Club.
 - 5.6.2 The financial records of the Men's Bowling Club shall be made available for audit by the Registered Club's Auditor.
 - 5.6.3 Any funds of the Men's Bowling Club in excess of the reasonable foreseeable needs of that Club, shall upon request, be paid to the Board and become part of the general funds of the Registered Club.
 - 5.6.4 The Management Committee of the Men's Bowling Club shall supply a copy of the annual financial accounts of that section to the Board prior to presentation of such accounts to members of the Men's Bowling Club and the Board shall include the financial accounts of the Registered Club such information relating to the financial affairs of the Men's Bowling Club as the Board or the Auditor may consider appropriate.
 - 5.6.5 No monies shall be invested on behalf of the Men's Bowling Club with a bank or building society or trustee status without the prior approval of the Board.

- 5.6.6 The Board specifically reserves the sole right and power to employ persons (whether on a full time, part time or casual basis) in connection with all activities of the Men's Bowling Club.

6 WOMEN'S BOWLING CLUB

- 6.1 All female bowling members and female Life Members of the Club shall be deemed to be members of the Women's Bowling Club.
- 6.2 The members of the Women's Bowling Club shall elect from their number a Management Committee which shall consist of the Office Bearers as set out as set out in their constitution:
- 6.3 The Board may delegate to the Management Committee of the Women's Bowling Club such powers as the Board may from time to time think fit in relation to the activities of the Women's Bowling Club and any such delegation may from time to time be revoked or altered.
- 6.4 The Women's Bowling Club may with the approval of the Board (such approval not to be unreasonably or arbitrarily withheld) and the New South Wales Women's Bowling Association adopt a Constitution to regulate the sporting and other activities of the Women's Bowling Club provided that in the event of any inconsistency between such Constitution and the Constitution of the Registered Club then the Constitution of the Registered Club shall prevail.
- 6.5 It is the intention of the Board that the Women's Bowling Club shall (subject to obligation of the Board to foster and maintain the best interests of the Club) be given maximum autonomy in the conduct of the sporting and social affairs and activities of its members. Refer to Rule 60 (g) of the Club's Constitution in relation to disciplinary matters.
- 6.6 The Management Committee of the Women's Bowling Club shall be entitled to manage the financial affairs of the Women's Bowling Club including the keeping of bank accounts in the name of the Women's Bowling Club the charging of fees in addition to fees payable to the Registered Club and the conducting of fund raising activities provided that:
- 6.6.1 The Management Committee of the Women's Bowling Club shall supply to the General Manager a monthly statement of receipts and payments of the Women's Bowling Club.
- 6.6.2 The financial records of the Women's Bowling Club shall be made available for audit by the Registered Club's Auditor.
- 6.6.3 Any funds of the Women's Bowling Club in excess of the reasonable foreseeable needs of that Club, shall upon request be paid to the Board and become part of the general funds of the Registered Club.
- 6.6.4 The Management Committee of the Women's Bowling Club shall supply a copy of the annual financial accounts of that section to the Board prior to presentation of such

accounts to members of the Women's Bowling Club and the Board shall include in the financial accounts of the Registered Club such information relating to the financial affairs of the Women's Bowling Club as the Board or the Auditor may consider appropriate.

- 6.6.5 No monies shall be invested on behalf of the Women's Bowling Club otherwise than with a bank or a building society of trustee status, without the prior approval of the Board.
- 6.6.6 The Board specifically reserves the sole right and power to employ persons (whether on a full time, part time or casual basis) in connection with all activities of the Women's Bowling Club.

7 JUNIOR BOWLING CLUB.

- 7.1 All male and female Junior Bowling members shall be deemed to be members of the Junior Bowling Club and all male and female bowling members and Life Members of the Club shall be ex-officio members of the Junior Bowling Club.
- 7.2 The members of the Junior Bowling Club shall elect from their number to a Management Committee which shall consist of the Office Bearers as set out in their constitution.
- 7.3 The Board may delegate to the Management Committee of the Junior Bowling Club such powers as the Board may from time to time think fit in relation to the activities of the Junior Bowling Club and any such delegation may from time to time be revoked or altered.
- 7.4 The Junior Bowling Club may with the approval of the Board (such approval not to be unreasonably or arbitrarily withheld) adopt a Constitution to regulate the sporting and other activities of the Junior Bowling Club provided that in the event of any inconsistency between such Constitution and the Constitution of the Registered Club then the Constitution of the Registered Club shall prevail.
- 7.5 Where funds are sanctioned by the Board for a particular activity, the Junior Bowling Club shall furnish to the Board on completion of such activity a full Statement of expenditure incurred in that activity.
- 7.6 The Board specifically reserves the sole right and power to employ person (whether on a full time, part time or casual basis) in connection with all activities of the Junior Bowling Club.

8 FUNCTIONS OF THE GENERAL MANAGER

- 8.1 The General Manager of the Club shall perform his/her duties in accordance with the requirements of the Registered Clubs Act (NSW) 1976, the Office of Liquor, Gaming and Racing and in accordance with any other relevant laws and authority.
- 8.2 The General Manager shall carry out all proper policies, duties, and instructions of the Board which the Chairman shall direct.

- 8.3 The General Manager or in his/her absence the senior staff member shall have power to suspend any member from membership of the club:
- i) who is intoxicated, violent, quarrelsome or disorderly; or
 - ii) whose presence on the premises of the club renders the club or the General Manager of the Club liable to a penalty under the Registered Clubs Act.

Any suspension pursuant to this by-law shall be for a maximum period of one (1) month only and the General Manager shall make a written report of the circumstances giving rise to the suspension to the Board or its sub committee within seven (7) days of the suspension being imposed.

- 8.4 The General Manager shall convene (at the direction of the Chairman) and attend meetings of the Board and subcommittees, taking minutes of the business, transacted thereat and shall record them in the minute book.
- 8.5 The General Manager shall conduct, keep and produce the correspondence in connection with the Club.
- 8.6 The General Manager shall keep at the Club premises a Register of Members and such other Registers as may be required by the Constitution of the Club and any applicable laws. If such a registry is computer based an encrypted version shall be stored off-site.
- 8.7 The General Manager shall post on the Notice Board all notices required to be posted either by the Constitution of the Club, these by-laws or any relevant Act, including the Registered Clubs Act.
- 8.8 The General Manager shall comply within the time prescribed for such Registrations and renewals required by statute or regulations there unto as are necessary for the business and administering the club.
- 8.9 The General Manager shall comply with such rules and requirements of the Royal New South Wales Bowling Association and the New South Wales Women's Bowling Association as it affects the Registered Club.
- 8.10 The General Manager shall generally perform and carry out all the duties pertaining to the office of company secretary for the benefit of the Club and well being of Club members.
- 8.11 The General Manager shall prepare and submit to the Board for approval the Annual Report of the Club's affairs for presentation to the Annual General Meeting.
- 8.12 The General Manager shall cause to be kept correct accounts and books showing the financial affairs of the club and the particulars usually shown in books of account of a like nature.
- 8.13 The General Manager shall cause to be paid into such bank or other institution as the Board may from time to time direct to the credit of the Club all monies received.

- 8.14 The General Manager shall make payment of all accounts after due and proper authorisation on time and without penalty to the Club for late payment.
- 8.15 The General Manager shall submit to the Board at each monthly meeting a summary of the income and expenditure of the Club and at intervals of not more than three (3) months a statement as prescribed by Regulation 21 of the Registered Clubs Regulation 2015. Such statements shall after being approved by the Board, be displayed on the Club's Main Notice Board.
- 8.16 The General Manager shall enforce the Club HRPPM at all times and advise the Board or any breaches in conduct and what action has been taken.

9 FUNCTIONS OF TREASURER

- 9.1 The Treasurer shall be the liaison officer between the Board and the General Manager on all matters relating to finances and accounts of the Registered Club.
- 9.2 The Treasurer shall submit a statement of the financial affairs of the Club to the Annual General Meeting each year such statement having been previously approved by the auditor and containing such, particulars as may be prescribed and prepared in the manner prescribed by or under the ClubsNSW Code of Practice and the Registered Clubs Act.

10 SUB-COMMITTEES

- 10.1 At the Board meeting immediately following the Annual General Meeting the Board may appoint the following sub-committees:
Disciplinary Committee
By-Laws Committee

This listing in no way implies ranking or precedence of one sub-committee over any other sub-committee. The Board may at any time appoint additional sub-committees as it may deem necessary.

- 10.2 Each sub-committee shall consist of a number of members decided by the Board from time to time one of whom shall be a Director and whom shall be Chairman of the sub-committee.
- 10.3 The specific function of each sub-committee shall be determined by the Board from time to time.
- 10.4 The Board may appoint any full member of the Club as defined in Clause 18 of the Constitution as a member of a sub-committee.
- 10.5 The Chairman of each sub-committee shall report as and when required to a meeting of the Board.

11 TRADING HOURS

- 11.1 The trading hours of the Club shall be as determined by the Board from time to time and as indicated on an appropriate notice board.
- 11.2 No variation of trading hours shall be permitted unless approved by the General Manager or in his/her absence the Duty Manager or such other person to whom the Board may delegate such authority.
- 11.3 The General Manager or in his/her absence the Duty Manager or such other person to whom the Board may delegate such authority shall not exercise their authority to close the Club before the advertised closing time because of lack of patronage at the Club.
- 11.4 Members and guests shall vacate the Club's premises as soon as practical after trading ceases but in any event within thirty (30) minutes after trading ceases.

12 DRESS STANDARDS

- 12.1 Whilst on the Club premises members and their guests shall be attired in a neat and tidy manner and in keeping within acceptable standards of respectability and the Club dress regulations.
- 12.2 The wearing of clothing that is soiled or otherwise considered as “tradie” attire and the wearing of boots consistent with a trade or known as safety boots shall be limited to prior to 7pm
- 12.3 Bowls attire shall conform with the requirements of the Royal New South Wales Bowling Association and the New South Wales Women's Bowling Association.

13 GREENS AND GREEN FEES

- 13.1 It is the intention of the Board that all members who participate in the game of Bowls should have fair and reasonable use of the greens and the maximum use should be made of the greens keeping mindful of the need to maintain the greens in first class condition.
- 13.2 The allocation of greens time is to be viewed in light of the general principles outlined in 12.1 above and there will naturally need to be some flexibility in the arrangements so as to accommodate the special needs of the Men's Bowling Club, the Women's Bowling Club and the Junior Bowling Club on a particular day.
- 13.3 The Board may determine a green fee payable by users of the greens which may be varied at the Boards discretion.
- 13.4 Greens shall be available for roll ups and coaching at times as decreed by the General Manager.

14 RULES FOR THE USE OF GREENS

- 14.1 **Roll-up**
Indicators to be located adjacent to the bowls bag rack.

Subject to indicators greens (A,B & C) are available for roll-ups after 10am when not in use for regular play. When in use for organised play (except special events) roll-ups in mufti may take place after this as taken place. Bowls Australia (or its successor) approved footwear must be used at all times on the greens subject to rule 15 of these by-laws.

The controlling body has authority to preclude roll-ups during times when rinks are in use for organised play.

14.2 **Match Play**

Any player wishing to play a match outside established regular weekly playing times must obtain the explicit permission of either the Bowls Secretary (Men's Club) or the President (Women's Club). Play outside scheduled times is to be ratified at least two (2) days in advance. Any such bookings must be signed by the Bowls Secretary or the Women's President otherwise play can not proceed

Players of approved matches are entitled to the use of one (1) rink only and adjacent rinks may be used for roll-ups.

The Bowl's Secretary or the Women's Club President must ensure that the General Manager is always consulted regarding any match to be played outside regular weekly events.

14.3 **Use of Greens**

Final decisions on use of greens before play or variations in playing time shall rest in the following order of precedence with the General Manager, Bowls Secretary (Men's Club) or President (Women's Club).

Decisions concerning use of greens, after play stopped because of rain, shall be in accordance with any rules governing match play or failing such rules, at the discretion of the General Manager, Bowls Secretary (Men's Club) or President (Women's Club) or a duly authorised delegate.

- 14.4 Learners are required to be coached by an accredited coach and must have had at least three (3) lessons before being able to practice on their own and must be passed by their coach before being able to commence social and championship games.

15 **BAREFOOT/TWILIGHT BOWLS**

The Board may set aside such times as it thinks fit in which the normal dress or footwear requirements of Bowls Australia is not required to be met. These times shall be known as Barefoot bowls and be subject to the following:

- 15.1 The Board may determine an appropriate green fee which shall be payable by each person participating such an activity.
- 15.2 The Board may at its discretion appoint a co-ordinator for any or all barefoot bowls activities.

- 15.3 The co-ordinator of the barefoot bowls activity or event shall produce a set of rules under which the event or activity shall run which shall be to the satisfaction of the General Manager.
- 15.4 The barefoot/twilight bowls co-ordinator shall submit, for approval, a copy of a budget for the activity to the Board prior to the commencement of the event.
- 15.5 No person who is serving a ban or has membership rights revoked shall be eligible to participate in a barefoot bowls event.
- 15.6 All persons who participate must be members of the Club or a guest of a member of the Club or be guests for a private function or event.

16 STAFF

- 16.1 Complaints regarding the Club's services or against any employee must be made to the General Manager in writing. Verbal complaints will not necessarily be accepted.
- 16.2 No employee of the Club shall be reprimanded or given directions or instructions regarding his/her work by any director or member unless in the capacity of General Manager or Duty Manager other than circumstances indicated under the Registered Clubs Act.

17 POKER MACHINES

- 17.1 Members and their guests shall comply with the special rules governing the playing of gaming machines which are displayed in the gaming machine area.
- 17.2 No member or guest shall play or engage more than one (1) gaming machine whilst there are insufficient machines available for other members or guests wishing to play a gaming machine.

18 CHEQUES

- 18.1 The club does not cash cheques for members or their guests.

19 SOLICITING

- 19.1 It is a breach of membership rights to solicit funds from patrons and their guests.

20 HONORARIUM

- 20.1 The Board has the sole right to decide upon appropriate honorariums to be paid to members in management positions.
- 20.2 The Board may at its discretion delegate from year to year to the Men's Bowling Club and Ladies Bowling Club the right to decide upon honorariums to be paid to their members in management positions.

21 DONATIONS, RAFFLES, PAMPHLETS, SIGNS.

21.1 No person shall solicit donations or offer raffle tickets for sale on the Club's premises without prior approval of the General Manager or Chairman of the Registered Club.

21.2 No pamphlet, notice, sign or other material may be displayed or exhibited in or upon the Club premises without the prior approval of the General Manager or in his/her absence the Chairman of the Registered Club.

22 LOCKERS

22.1 Lockers, when available to members, are available for an annual fee payable with membership renewals. Such fees to be determined by the Board from time to time.

22.2 Lockers shall be allocated to members in order of receipt of application of a locker.

22.3 Neither the Club nor its officers shall be liable for any loss or damage to bowls or any other property left by members in lockers.

22.4 Members who do not bowl or bowl very rarely will be required to relinquish their lockers on written demand from the Board.

23 REMOVAL OF CARD IF SUSPENDED

23.1 The effect of the Board's decision to suspend a member made in a disciplinary hearing as provided for in Rule 42 shall take effect from the date of the offence.

By Laws Committee
Board of Directors
Asquith Bowing & Recreation Club Ltd.

