ST JOHNS PARK BOWLING CLUB LIMITED

BY-LAWS

ISSUE NO. 55

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St Johns Park Bowling Club Ltd
By-Laws – Issue No. 55

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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. Guests of Members and Temporary Members

A5.1 A member bringing a guest into the Club will sign their name via the VSI Scan Units at the Club's premises.

A5.2 A member will be responsible for the behaviour of their guest whilst the guest is on the Club's premises.

A5.3 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.

A5.4 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*.

A5.5 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.

A6. Trading Hours

A6.1 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.

A6.2 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.

A6.3 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.

A6.4 Members, guests and visitors will ensure, when leaving the Club's premises, they do so quietly and with respect to surrounding neighbours and businesses.

A6.5 No liquor will be made available, gaming machine service rendered or jackpots paid after trading ceases.

A7. Liquor

A7.1 Liquor in unsealed containers purchased within the Club must not be carried away from the Club premises.

A7.2 Consumption of liquor is restricted to those areas of the Club which are licensed.

A7.3 All purchases of liquor in sealed containers must be removed from Club premises by midnight (12.00am), in accordance with the *Registered Clubs Act*.

A8. Food

A8.1 No food may be consumed within the Club, other than that which is purchased within the Club.

A8.2 Permission must be obtained from the Group CEO for any relaxation of By-Law.

A8.3 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.

A9. Prohibition of Canvassing

A9.1 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.

A9.2 Except with the consent of the Group CEO, no person may display or exhibit the following on the Club's premises:

d) Pamphlet; or
e) Notice; or
f) Other material.

A10. Club Dress

A10.1 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.

A10.2 The Club reserve the right to refuse entry to any person if their general appearance or dress standard is likely to offend members.

A10.3 The following clothing is of an unacceptable standard and must not be worn on the Club's premises at any time. "In the Club" meaning the internal perimeters of the Club multilevel building. The Pavilion Bar forms part of the internal perimeters.

The following dress attire is ***not permitted*** to be worn in the Club at any time.

a) Dirty/Soiled Clothing; or
b) Slashed, ripped or frayed clothing (unless part of a design): or
c) Bike Pants, sports skins, or tights; or
d) Leotards; or
e) Swim gear or gym gear; or
f) Football shorts and stubbies; or
g) Singlets, muscle shirts and tank tops; or
h) See-through blouses, midriff tops, and crop tops; or
i) Clothing with political or obscene slogans or pictures; or
j) Studded belts; or
k) School uniforms in restricted areas; or
l) Slippers; or
m) Helmets, bandanas, balaclavas, and hoods.

A10.4 The following dress attire ***is permitted*** to be worn in the Club at any time.

a) Caps/hats but are not to cover the face. Caps/hats must not contain offensive logos or slogans.
b) Sporting jerseys/shirts.

A10.5 The following dress attire ***is permitted*** to be worn with restrictions.

a) Thongs are permitted to be worn in all areas up to 6.30 pm each day.
b) Approved Ladies Bowling hats are permitted to be worn in all areas.
c) Other headwear for medical or religious purposes are permitted to be worn in all areas. Duty Manager must be notified.
d) Approved Bowling Beanies can be worn on terraces, decks, breezeways, car parks, bowling greens and courtyards only.
e) Race Day headwear at the discretion of the Duty Manager may be worn on Melbourne Cup Day and or approved themed functions and events.

A10.6 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.

A10.7 Social Bowls dress requirements will apply to those wishing to participate in Friday Social Bowls.

A11. Club Property

A11.1 Members will at all times take reasonable care of Club property.

A11.2 Members will at all times take reasonable care of the Club's equipment.

A11.3 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.

A11.4 Members are not permitted to use:

a) Club stationery; or
b) Club equipment,

without the authority of the Group CEO.

A11.5 Members are not permitted to remove:

c) Club property; or
d) Club equipment,

without the authority of the Group CEO.

A11.6 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.

A12. Use of Club Premises

A12.1 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.

A12.2 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.

A13. Gaming Machines

A13.1 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*.

A13.2 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.

A13.3 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.

A13.4

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.

A13.5 No person under the age of 18 years will operate a gaming machine.

A13.6 Only Australian legal tender is to be used to play the Club's gaming machines in the denominations as indicated on the gaming machines.

A13.7 The gaming machines can only be played by members, guests, temporary members who are lawfully on the Club's premises.

A13.8 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.

A13.9 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.

A13.10 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.

A13.11 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.

A13.12 The Club reserves the right to ensure that every jackpot, short pay or machine refill is played off.

A13.13 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.

A13.14 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.

A13.15 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.

A13.16 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.

A13.17 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.

A13.18 Tilting, rocking or in any way moving or damaging a Club gaming machine is strictly prohibited.

A13.19 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.

A13.20 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*.

A13.21 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.

A13.22 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.

A14. Credit Facilities

A14.1 No credit will be extended, in any circumstances, to any person.

A15. Car Parking

A15.1 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.

A15.2 Members, guests and visitors must not park in those areas set aside for use by designated Club officials at the Club's premises.

A15.3 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.

A15.4 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.

A16. Code of Conduct – Directors

A16.1 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.

A17. Director's Uniform

A17.1 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.

A18. Reimbursement of Expenses

A18.1 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.

A18.2 Despite By-Law A18.1, 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.

A18.3 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.

A18.4 It is a breach of this By-Law to falsely claim for the reimbursement of expenses.

A19. Code of Conduct – Employees

A19.1 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.

A20. Employees

A20.1 The Club's employees will be under the direction of the Group CEO.

A20.2 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.

A20.3 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.

A21. Participation in Election

A21.1 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.

A21.2 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.

A21.3 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.

A22. Complaints

A22.1 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.

A22.2 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.

A22.3 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.

A22.4 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.

A22.5 Any complaints regarding any Club Director must be:

d) In writing.

e) Directed to the Group CEO in relation to the Club; and

f) Set out sufficient details of the matters complained of to enable the complaint to be properly investigated.

g) The Group CEO must notify the Director whom the complaint is made against and the Chairman immediately.

h) Any compliant regarding a Director will be dealt with under process by the Board Of Directors.

A22.6 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.

A22.7 Complaints are to be attended to within five (5) working days of their receipt.

A22.8 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.

A22.9 No member will make a false or frivolous complaint about a Club employee, Director, member, guest, or visitor.

A23. Standing Orders

A23.1 The following procedures will be adhered to as far as practicable at all meetings of the Club.

A23.2 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.

A23.3 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.

A23.4 The order of business for Special General Meetings will be:

a) Attendance and apologies; and

b) Business as notified.

A23.5 A motion on notice will be required to suspend Standing Orders at a General Meeting other than a Special General Meeting.

A23.6 Standing Orders cannot be suspended at a Special General Meeting.

A23.7 Any member seeking to suspend Standing Orders will give notice, in accordance with the Constitution, to the Group CEO / Secretary.

A23.8 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.

A23.9 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.

A23.10 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.

A23.11 Notices not proceeded with will be struck out.

A23.12 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.

A23.13 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.

A24. Rules of Debate

A24.1 No discussion will be allowed except on a motion or amendment, duly proposed and seconded.

A24.2 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.

A24.3 Any member desiring to propose a motion or amendment or to discuss any matter under consideration must address the Chairman.

A24.4 No member will address the meeting unless, and until, called upon by the Chairman.

A24.5 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.

A24.6 The Chairman will call to order any speaker who departs from the question or who violates the courtesies or rules of debate.

A24.7 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.

A24.8 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 A24.8 (a).

A24.9 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.

A24.10 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.

A24.11 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) 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 A24.11 (e).

A24.12 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.

A24.13 Where an amendment or amendments are proposed, then a member may speak for or against any amendment which is proposed.

A24.14 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.

A24.15 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.

A24.16 No motion upon any other subject will be submitted until the one before the Chairman is disposed of in accordance with this By-Law.

A24.17 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.

A24.18 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.

A24.19 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.

A24.20 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.

A24.21 Questions of order will be decided by the Chairman, whose ruling will be final unless challenged by a formal motion submitted to the meeting.

A24.22 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 A24.18.

A24.23 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.

A24.24

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 A24.7.

A24.25 No motion of dissent from the Chairman's ruling will be permitted unless it be made before any other business has been proceeded to.

A24.26 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.

A24.27 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.

A24.28 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.

A24.29

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.

A25. Constitution

A25.1 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.

A25.2 A copy of the By-Laws will be made available from the Group CEO at St Johns Park Bowling Club for perusal of members.

A25.3 Members are required to make themselves familiar with the Constitution and By-Laws of the Club.

A26. Breach of Club By-Laws

A26.1 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.

A26.2 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) Is consuming illegal drugs; or

h) 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.

A26.3 The Group CEO may suspend any member who has been dealt with pursuant to By-Law A26.2, for a period of no more than 48 hours.

A26.4 The Chairman may extend the suspension, provided for by By-Law A26.3 for a further period not exceeding 21 days.

A26.5 Any Member who is suspended pursuant to By-Laws A26.3 or A26.4 must deliver to the Group CEO their membership card which must not be returned to the member during the period of suspension.

A26.6 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.

A26.7 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.

A27. Board Subcommittees

A27.1 Board Sub Committees will be appointed by the Board within (2) two weeks of the Annual General Meeting of members each year. In November each year Board Sub Committees will be reviewed by the Board to ensure the Board Sub Committee is achieving its agreed objectives and timelines.

A27.2 The Chairman of the Board of the Club can attend any Board Sub Committee meeting as Ex-Officio only and does not have the right to vote in Board Sub Committee meetings.

A27.3 All Board Sub Committees must have a Chairperson appointed. Subject to the terms of the Board's delegation to a Board Sub Committee, a Board Sub

Committee will normally consist of four persons, comprising three (3) Board members and a Board Sub Committee Chairperson.

A27.4 All Board Sub Committee Chairpersons have the right to vote in Board Sub Committee meetings but do not have a second or casting vote in the event of an equality of votes in the Board Sub Committee.

A27.5 It is the responsibility of the Board Sub Committee to table all motions from their Board Sub Committee to the Board.

A27.6 If a Board Sub Committee member votes in favour or against a motion determined by a Board Sub Committee, that Board Sub Committee member cannot then change their vote when the motion is presented to the Board for consideration.

A27.7 Zoom attendance at any Board Sub Committee is to be accepted as official attendance at the meeting and will be recorded as such.

A27.8 The Chairperson is responsible to fill any casual vacancy for a Board Sub Committee meeting. This must be done under a one for one process.

A27.9 A Board Sub Committee member has the right to abstain from voting on a motion put to the Board Sub Committee for consideration. However, such Board Sub Committee member remains bound by the requirements of 27.6 above.

A28. SJPBC Bowling Section – The Saints

ÀA28.1 There will be a Bowling Section Club known as St Johns Park Bowling Club.

A28.2 The Club will be registered with Bowls NSW and Bowls Australia.

A28.3 The Club will be registered with all financial SJPBC Bowling Club Members.

A28.4 The Club will also be known by the nickname the “Saints”.

A28.5 The Club will play under the logo and club colours assigned by the Board of Directors.

A28.6 The Club will be administered by the Group Sports Administrator, in conjunction with the Bowls Office Staff.

A28.7 The Bowls Office staff will be responsible for all bowls related activities of SJPBC, including but not limited to:

a) Club Championships;

b) Tournaments;

c) Social play;

d) Coaching;

e) Acting 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.

f) Will be the Controlling body for all Bowls unless otherwise delegated by the Group Sports Administrator; and

g) Will provide financial reports and be the liaison and games organiser for the Social Committee bowls activities.

A29. Group Sports Administrator

A29.1 The Group Sports Administrator at the Club will report directly to the Group CEO.

A29.2 The Group Sports Administrator will attend any Bowls Committee meetings they are requested to attend by the Bowls Committee Chairperson.

A29.3 The Group Sports Administrator may delegate tasks, as required, to the Bowls Office Staff to ensure all bowls activities of the Club are fulfilled.

A29.4 The Group Sports Administrator, or their nominated representative, are responsible for ensuring all members are registered accordingly with Bowls NSW Limited.

A29.5 The Group Sports Administrator will be responsible for overseeing the Social Committee and the Selection Committee activities.

A29.6 The Group Sports Administrator will be responsible for all communications inbound and outbound to Bowls Australia, Bowls NSW Limited, and all regional governing bodies, including Zones and Districts, and other clubs.

A29.7 All Bowls Correspondence should be addressed to the Group Sports Administrator, at the Club address and using the Club contact details.

A29.8 The Group Sports Administrator, or their nominated representative, will liaise with the Head Green Keeper at the Club in relation to all matters in connection with play on the greens.

A29.9 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.

A29.10 In the absence of the Head Green Keeper at the Club, the Group Sports Administrator or their nominated representative will be responsible for determining:

a) When greens are open for play; and

b) Which rinks are available for play.

A29.11 The Group Sports Administrator, in conjunction with the Bowls Office at the Club, will be responsible for ensuring that liaison occurs between all bowlers.

A29.12 The Group Sports Administrator, in conjunction with the Bowls Office at the Club will be responsible for planning refreshments during the course of tournaments, social bowls or special bowling days.

A29.13 The Group Sports Administrator at the Club will be responsible for preparing a draft annual budget to provide for the conduct of the Bowls Department.

A29.14 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.

A29.15 Any member of the Club who has been suspended from the Club will, in accordance with the rules of the Bowls NSW or Bowls Australia, be precluded from playing bowls at, or for, the Club for the duration of the suspension.

A30. Selection Panel – Open and Single Gender Pennant

A30.1 There will be a Selection Panel for Open Pennant and Single Gender Pennant at the Club, which will comprise of three (3) members made up of the following:

a) One (1) Chairman being the Group Bowls Ambassador of St Johns Park Bowling Club.
- The Chairman may have input and a vote into the selection process.

b) Two (2) selectors from the Bowling Membership, which includes One (1) Male Bowls Member and One (1) Female Bowls Member of St Johns Park Bowling Club.
- These Selectors may have input into the selection process but is non-voting.

A30.2 The members on the Selection Panel must meet the following criteria:

- Full Bowling Member of St Johns Park Bowling Club (This includes any Life Members).
- Must have St Johns Park as their nominated Primary Club.
- Have not played Pennants or Club Championships at another club in NSW in the current Season;
- Must not be a Director of SJPBC.

A30.3 The appointment of the Selection Panel will be conducted annually in accordance with this By-Law.

A30.4 The Group Sports Administrator, or their nominated Representative, will provide a Notice calling for Selector Nominations, it will include the nomination process and a closing date for nominations.

A30.5 The Board of Directors will be provided the list of Nominations and will then appoint their male and female Selectors.

A30.6 The Board of Directors, at its discretion, has the right to fill any casual vacancies on the Selection Panel.

A30.7 The position of Selector is not a paid position.

A31. Code of Conduct – Players

A31.1 Full, life, junior and cadet members will:

a) Comply with the Club's dress regulations;

b) Comply with the rules of the SJPBC Bowls Office, Bowls NSW and Bowls Australia 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.

A32. SJPBC Social Club (Lawn Bowls) Committee

A32.1 The Committee will coordinate the following social activities for Bowling Members:

- Fundraising for the chosen SJPBC Board approved charities
- Assisting with the Mixed Social Bowls Activities, where the Bowls Office has assigned tasks.
- Coordinate the Travelling Bowlers Social Trip.

A32.2 A person is eligible to apply, be selected or hold office on the SJPBC Social Club (Lawn Bowls) only if:

a) that person is a Full Bowling Member of SJPBC.

b) that person is not a Bowls Office staff member of SJPBC.

A32.3 The SJPBC Social Club (Lawn Bowls) Committee will consist of a maximum of ten (10) Full Bowling Club Members.

A32.4 A maximum of five (5) female Full Bowling Club members and a maximum of five (5) male Full Bowling Club members.

A32.5 The Committee shall consist of;

- Chairperson (1)
- Secretary (1)
- Committee Members (maximum of 8)
- Bowls Office Delegate (non-voting)

A32.6 The Group Sports Administrator, or their nominated representative, will call for nominations for the SJPBC Social Club (Lawn Bowls) Committee in June each Year.

A32.7 Applications for the SJPBC Social Club (Lawn Bowls) Committee will be open from 10am on the 1st June each year and close at 5pm on the 14th June each year.

A32.8 Applications must be lodged with SJPBC Bowls Office, via the noticeboard or as otherwise indicated on the nomination advertisement.

A32.9 All applications will be for the position of SJPBC Social Club (Lawn Bowls) Committee Member only.

A32.10 All members must be endorsed by the SJPBC Board of Directors. Where there are more applications than positions, the Board will decide on the successful committee members.

A32.11 Once endorsed by the Club's Board of Directors, the selected SJPBC Social Club (Lawn Bowls) Committee will conduct a secret ballot at the first SJPBC Social Club (Lawn Bowls) Committee meeting to elect each SJPBC Social Club (Lawn Bowls) Committee position.

A32.12 The elected SJPBC Social Club (Lawn Bowls) Committee shall be placed on the Club's internal notice Board.

A32.13 The secret ballot will be conducted by the Bowls Office representative present at the meeting.

A32.14 An eligible member may only make (1) one application for the SJPBC Social Club (Lawn Bowls) Committee.

A32.15 Any vacancy that may become available on the SJPBC Social Club (Lawn Bowls) Committee may be filled by and at the discretion Board of Directors. The SJPBC Board of Directors has the right to fill the position without engaging the selection process.

A32.16 There is no remuneration for any position on the SJPBC Social Club (Lawn Bowls).

A32.17 Monthly Meetings

(a) The SJPBC Social Club (Lawn Bowls) Committee will meet every second Thursday of the month.

(b) A quorum consists of (5) five members of the SJPBC Social Club (Lawn Bowls) Committee.

(c) A representative from the SJPBC Bowls Office will attend the scheduled monthly meetings.

(d) Minutes must be recorded for all meetings and distributed to all SJPBC Social Club (Lawn Bowls) Committee members in a timely manner.

A32.18 Financials & Reporting

a) All financial transactions are to be completed through the SJPBC Bowls Office.

b) The SJPBC Bowls Office must each month supply a fully reconciled financial statement to the Club's Board of Directors.

c) A SJPBC Social Club (Lawn Bowls) Report must each month be submitted to the Club's Board of Directors and the SJPBC Bowls Office.

d) The SJPBC Social Club (Lawn Bowls) must not accumulate a bank balance in excess of $5,000 at any time. If the bank balance does exceed a balance of $5,000 at any time, the SJPBC Social Club (Lawn Bowls) is required to make written application to the Board of Directors.

A32.19 Bowls Office Social Committee Delegate

a) The Bowls Office Social Committee Delegate will be responsible for providing a financial update on the Social Club Account.

b) The Bowls Office Social Committee Delegate will be the Games Organiser for all Social Bowls Events conducted by the SJPBC Social Committee.

c) The Bowls Office Social Committee Delegate will act as the official liaison between the Club and other Bowls entities.

d) The Bowls Office Social Committee Delegate will seek approvals via the Group Sports Administrator on all financial transactions and prizes.

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.

B1.17 Tuncurry Beach Bowling Club By-Law re Social Sports Membership Class

Background

a) Rule 18 of the Constitution confers a power on the Board to establish classes of Ordinary Membership of the Club.
b) The objective of this By-law is to introduce, at the Club's Tuncurry Beach Bowling Club premises only, a new class of Ordinary Membership to be known as "Social Sports Members" with an annual subscription of $25.00 and to set out the rights and privileges of Social Sports Members.

Operative Part

1) In addition to the classes of Ordinary Member specified in Rule 18 of the Constitution, the Board establishes a class of membership to be known as Social Sports Members.
2) The rights and privileges of Social Sports Members shall be as follows:

Social Sports Members

a) A Social Sports Member will be a person who is over the age of fifty five (55) years and who has made application for Social Sports Membership in accordance with Rules 31 - 33 of the Constitution and has been duly admitted to membership as a Social Sports Member.

b) Despite any provision of the Constitution to the contrary, Social Sports Members shall:

i) be entitled to:

1) use the facilities and amenities of the Club as determined by the Board from time to time; and
2) play social bowls at the Tuncurry Beach Bowling Club premises only as and when determined by the Board from time to time subject to Social Sports Members paying such green fees at the rate determined by the Board each time they wish to play social bowls;
3) play in tournaments approved by the Club upon payment of the nominated entry fee; and

ii) not be eligible to:

1) to play State Pennants (Lawn Bowls) or Club Championships (Lawn Bowls); and
2) be elected to or hold office on the Board of the Club.

c) The fees payable to the Club by Social Sports Members will comprise:

i) annual subscription of $25.00 (including GST) per annum or such other amount that the Board may from time to time determine;
ii) green fees in the amount determined by the Board may from time to time plus $1.00, for each game of bowls; and
iii) any other fees determined by the Board from time to time.

B2. Club Dress

B2.1 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.

B2.2 The Club reserve the right to refuse entry to any person if their general appearance or dress standard is likely to offend members.

B2.3 The following dress attire is ***not permitted*** to be worn in the Club at any time.

a) Dirty/Soiled Clothing; or
b) Slashed, ripped, or frayed clothing (unless part of a design): or
c) Bike Pants, sports skins, or tights; or
d) Leotards; or
e) Swim gear or gym gear; or
f) Football shorts and stubbies; or
g) Singlets, muscle shirts and tank tops; or
h) See-through blouses, midriff tops, and crop tops; or
i) Clothing with political or obscene slogans or pictures; or
j) Studded belts; or
k) School uniforms in restricted areas; or
l) Slippers; or
m) Helmets, bandanas, balaclavas, and hoods.

B2.4 The following dress attire ***is permitted*** to be worn in the Club at any time.

a) Caps/hats but are not to cover the face. Caps/hats must not contain offensive logos or slogans.
b) Sporting jerseys/shirts.
c) Thongs/sandals.

B2.5 The following dress attire ***is permitted*** to be worn with restrictions.

a) Other headwear for medical or religious purposes are permitted to be worn in all areas. Duty Manager must be notified.
b) Race Day headwear at the discretion of the Duty Manager may be worn on Melbourne Cup Day and or approved themed functions and events.

B2.6 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.

B2.7 Pennant uniforms or bowls attire are not permitted to be worn in the Club premises after 7pm each night.

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 Any complaints regarding any Club Director 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.

d) The Secretary Manager must notify the Group CEO and

e) The Group CEO Director must notify whom the complaint is made against and the Chairman immediately.

f) Any compliant regarding a Director will be dealt with under process by the Board Of Directors.

B5.6 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.

B5.7 Complaints are to be attended to within five (5) working days of their receipt.

B5.8 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.

B5.9 No member will make a false or frivolous complaint about a Club employee, Director, member, guest or visitor.

B6. Tuncurry Beach Bowling Section

B6.1 There will be a Bowling Section Club known as Tuncurry Beach Bowling Club.

B6.2 The Club will be registered with Bowls NSW and Bowls Australia.

B6.3 The Club will be registered with all financial TBBC Bowling Members.

B6.4 The Club will also be known by the nickname the "Red Snappers".

B6.5 The Club will play under the logo and club colours assigned by the Board of Directors.

B6.6 The Club will be administered by the TBBC Bowls Administrator, in conjunction with the Bowls Office Staff under the auspices of the Group Sports Administrator.

B6.7 The Bowls Office staff will be responsible for all bowls related activities of TBBC, including but not limited to:

a) Club Championships;
b) Tournaments;
c) Social play;
d) Coaching;
e) Acting 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.
f) will be the Controlling Body for all Bowls unless otherwise delegated by the Group Sports Administrator

B7. TBBC Bowls Administrator

B7.1 The TBBC Bowls Administrator will report directly to the Group Sport Administrator.

B7.2 The TBBC Bowls Administrator will submit monthly reports to the Group Sports Administrator for presentation at the SJPBC Bowls Committee and may be requested to attend on important matters (in person or online).

B7.3 The TBBC Bowls Administrator may delegate tasks, as required, to the Bowls Office Staff or Bowling Members to ensure all bowls activities of the Club are fulfilled.

B7.4 The TBBC Bowls Administrator, or their nominated representative, are responsible for ensuring all members are registered accordingly with Bowls NSW Limited.

B7.5 The TBBC Bowls Administrator will be responsible for all communications inbound and outbound to Bowls Australia, Bowls NSW Limited, and all regional governing bodies, including Zones and Districts, and other clubs.

B7.6 All Bowls Correspondence should be addressed to the TBBC Bowls Administrator, at the Club address and using the Club contact details.

B7.7 The TBBC Bowls Administrator, or their nominated representative, will liaise with the Head Green Keeper at the Club in relation to all matters in connection with play on the greens.

B7.8 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.

B7.9 In the absence of the Head Green Keeper at the Club, the TBBC Bowls Administrator or their nominated representative will be responsible for determining:

a) When greens are open for play; and

b) Which rinks are available for play.

B7.10 The TBBC Bowls Administrator, in conjunction with the Bowls Office at the Club, will be responsible for ensuring that liaison occurs between all bowlers.

B7.11 The TBBC Bowls Administrator, in conjunction with the Bowls Office at the Club will be responsible for planning refreshments during tournaments, social bowls or special bowling days.

B7.12 The TBBC Bowls Administrator at the Club will be responsible for preparing a draft annual budget in conjunction with the Group Sports Administrator to provide for the conduct of the Bowls Department.

B7.13 The draft annual budget for the Club will be submitted, no later than April in each year to the 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.

B8. Selection Panel

B8.1 There will be a Selection Panel for all bowls at the Club, which will comprise of three (3) members made up of the following:

a) One (1) Chairperson being the Bowls Administrator of Tuncurry Beach Bowling Club.
   - The Chairperson may have input and a vote into the selection process.

b) One (1) Bowls Coordinator of Tuncurry Beach Bowling Club.
   - The Bowls Coordinator may have input into the selection process but is non-voting.

c) One (1) advisor, when required, from the playing group, at the discretion of the Chairperson.
   - This person may have input into the selection process but is nonvoting.

B8.2 The selected members on the Selection Panel must be full members of the Club that:

- 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 Panel;
- Selection Committee Member cannot play for another club whilst being a Selection Committee Member for the Club.

B8.3 The appointment of the Selection Panel will be conducted annually in accordance with this By-Law.

B8.4 The Board of Directors, at its discretion, has the right to fill any casual vacancies on the Selection Panel.

B8.5 The position of Selector is not a paid position.

B9. Social Committee – Tuncurry Beach Bowling Club

B9.1 The Social Committee will coordinate the following social activities for Bowling Members:

- Fundraising for the chosen SJPBC Board approved charities.
- Assisting with the Social Bowls Activities, where the Bowls Office has assigned tasks.
- Coordinate the Travelling Bowlers Social Trip.

B9.2 A person is eligible to apply and be selected on the Tuncurry Social Committee, only if:

a) that person is a Full Bowling Member of TBBC.

b) that person is not a Bowls Office staff member of TBBC.

B9.3 The TBBC Social Committee will consist of a maximum of four (4) Full Bowling Club Members.

B9.4 A maximum of two (2) female Full Bowling Club members and a maximum of two (2) male Full Bowling Club members.

B9.5 The Committee shall consist of:

- Committee Members (maximum of 4)
- Bowls Office Delegate (non-voting Chairperson)

B9.6 The TBBC Bowls Administrator, or their nominated representative, will call for nominations for the TBBC Social Committee in June each Year.

B9.7 Applications for the TBBC Social Committee will be open for a 14 day period in June each year.

B9.8 Applications must be lodged with TBBC Bowls Office, via the noticeboard or as otherwise indicated on the nomination advertisement.

B9.9 All applications will be for the position of TBBC Social Committee Member only.

B9.10 All members must be endorsed by the SJPBC Board of Directors. Where there are more applications then positions, the Board will decide on the successful committee members.

B9.11 Once endorsed by the Club's Board of Directors, the selected TBBC Social Club (Lawn Bowls) Committee will conduct its first meeting in the following month.

B9.12 The elected TBBC Social Committee shall be placed on the Club's internal notice Board.

B9.13 Any vacancy that may become available on the TBBC Social Committee may be filled by and at the discretion Board of Directors. The SJPBC Board of Directors has the right to fill the position without engaging the selection process.

B9.14 There is no remuneration for any position on the SJPBC Social Club (Lawn Bowls).

B9.15 Monthly Meetings

a) The TBBC Social Committee will meet every month or as needed.

b) A quorum consists of (3) three members of the TBBC Social Committee.

c) A representative from the TBBC Bowls Office will attend the scheduled monthly meetings.

d) Minutes must be recorded for all meetings and distributed to all TBBC Social Committee members in a timely manner.

B9.16 Financials & Reporting

a) All financial transactions are to be completed through the TBBC Bowls Office.

b) The TBBC Bowls Office must each month supply a fully reconciled financial statement to the Club's Board of Directors.

c) A TBBC Social Committee Report must each month be submitted to the Club's Board of Directors and the SJPBC Group Sports Administrator.

B9.17 TBBC Bowls Office Social Committee Delegate

a) The TBBC Bowls Office Social Committee Delegate will chair the meetings but will not vote unless there is a tied vote and a deciding vote is required.

b) The TBBC Bowls Office Social Committee Delegate will be responsible for providing a financial update on the Social Club Account.

c) The TBBC Bowls Office Social Committee Delegate will be the Games Organiser for all Social Bowls Events conducted by the TBBC Social Committee.

d) The TBBC Bowls Office Social Committee Delegate will act as the official liaison between the Club and other Bowls entities.

e) The TBBC Bowls Office Social Committee Delegate will seek approvals via the TBBC Bowls Administrator on all financial transactions and prizes.

B.10 Tuncurry Advisory Committee

B10.1 ”Tuncurry Advisory Committee" means the Advisory Committee of the Club premises comprising:

a) A Chairman appointed by the Board of Directors;

b) 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.

B10.2 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 B10.1 (a), 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.

B10.3 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.

B10.4 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 B10.1 b).

B10.5 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 B10.4

B10.6 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 close of nominationsB10.7 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.

B10.8 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 (5) five 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 years 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 before the next Board of Directors election.
e) The Board of Directors may at their discretion choose not to fill the vacancy.

B10.9 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.

B10.10 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.

B11 Constitution

B11.1 A copy of the By-Laws will be made available from the Secretary Manager at the Club for perusal of members.

B12 Breach of Club By-Laws

B12.1 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.

B12.2 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) Is consuming illegal drugs; or

h) 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.

B12.3 The Group CEO of St Johns Park Bowling Club may suspend any member who has been dealt with pursuant to By-Law B12.2, for a period of no more than 48 hours.

B12.4 The Chairman of St Johns Park Bowling Club may extend the suspension, provided for by By-Law B12.3 for a further period not exceeding 21 days.

B12.5 Any Member who is suspended pursuant to By-Laws B12.3 or B12.4 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.

B12.6 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.

B12.7 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. Wallacia Wild Cats – Bowling Section

C1.1 There will be a Bowling Club section known as Wallacia Wild Cats Bowling Club

C1.2 The Bowling Club will be registered with Bowls NSW and Bowls Australia.

C1.3 The Bowling Club will be registered with all financial Wallacia Bowling Club Members.

C1.4 The Bowling Club will also be known by the nickname the "Wild Cats".

C1.5 The Bowling Club will play under the logo and club colours assigned by the Board of Directors.

C1.6 The Bowling Club will be administered by the Group Sports Administrator in conjunction with the Wallacia Bowls Committee.

C1.7 The Bowling Club will have an appointed Bowls Secretary, appointed by the Board of Directors to act as the liaison and main point of contact for the Club.

C2. Wallacia Bowls Secretary

C2.1 The Board of Directors will appoint the Wallacia Bowls Secretary to take on the administration tasks of the Wallacia Wild Cats Bowling Club.

C2.2 The Wallacia Bowls Secretary will report to the Group Sports Administrator for all Bowls related matters.

C2.3 The Wallacia Bowls Secretary will take on the responsibility of logistics for all Bowls related activities at the Wallacia Bowling Club.

C2.4 The Wallacia Bowls Secretary will minute all meetings for the Wallacia Bowls Committee and act as chairperson for the meetings in the absence of the Group Sports Administrator.

C2.5 The Wallacia Bowls Secretary will liaise with the members on all Bowls Communication.

C2.6 The Wallacia Bowls Secretary appointed position will be reviewed annually by the Board of Directors.

C3. Wallacia Bowls Committee

C3.1 The Wallacia Bowls Committee will be responsible for all bowls related activities of Wallacia Bowling Club, including but not limited to:

a) Club Championships;

b) Tournaments;

c) Social play;

d) Pennant Competitions

f) Selection Committee

g) the Controlling Body for all Bowls unless otherwise delegated by the Group Sports Administrator; and

C3.2 The Wallacia Bowls Committee will report to the Group Sports Administrator for all Bowls related matters.

C3.3 The Wallacia Bowls Committee will report to the Wallacia Country Club Venue Manager for all matters related to the Bowling Club premises, including bookings and Health and Safety matters.

C3.4 The Wallacia Bowls Committee via the Wallacia Bowls Secretary will liaise with the greenkeeper on green use, days of play and logistics.

C3.5 The Wallacia Bowls Committee will represent the Bowling Club at Zone and District levels and coordinate the calendar each year under the guidance of the Group Sports Administrator.

C3.6 The Wallacia Bowls Committee will be responsible for ensuring all members are registered with the Club and Bowls NSW accordingly.

C3.7 The Wallacia Bowls Committee will be the Controlling Body as outlined by Bowls NSW or as requested by the Group Sports Administrator.

C3.8 The Wallacia Bowls Committee will conduct meetings as and when required under the direction of the Group Sports Administrator.

C3.9 The Wallacia Bowls Committee will record minutes of the meeting and table to the SJPBC Group Sports Administrator.

C.4 Wallacia Bowls Committee – Elections

C4.1 Wallacia Bowls Committee will comprise of an appointed Bowls Secretary (1) and three elected Committee Members (3).

C4.2 Wallacia Bowls Committee will consist of financial members of Wallacia Bowling Club.

C4.3 Wallacia Bowling Club will call for nominations of the Wallacia Bowls Committee positions over a 14 day period in June each year. These dates will be advertised to its members electronically and on the noticeboards at the club.

C4.4 Members may nominate for the position of a Committee Member (3 to be elected).

C4.5 Where there are more nominations than the number of positions available, there will be a member vote at a Bowlers Meeting. This meeting will be held after the close of nominations and the date advised when nominations are called.

C4.6 A secret ballot will be held to determine each of those contested positions at the meeting.

C4.7 All voting members must be financial members of Wallacia Bowling Club.

C4.8 Where there are not enough members for the positions, the Group Sports Administrator may appoint members to those positions, with approval of the SJPBC Board, or they may be left vacant.

C4.9 The Wallacia Bowls Committee Members are not paid positions.

C5. Selection Committee

C5.1 The Selection Committee will comprise of three (3) Selectors.

C5.2 The Selection Committee will consist only of financial members of Wallacia Bowling Club.

C5.3 The Wallacia Bowling Club will call for nominations of the Selection Committee positions over a fourteen (14) day period in June each year. These dates will be advertised to its members electronically and on the noticeboards at the club.

C5.4 Where there are more nominations than the number of selector positions available, there will be a member vote at a Bowlers Meeting. This meeting will be held after the close of nominations and the date advised when nominations are called.

C5.5 A secret ballot will be held to determine the Selection Committee positions at the meeting.

C5.6 The elected Selection Committee will decide on a Chairperson at their first meeting, who will not cast a vote in selection decisions unless there is a tied vote.

C5.7 The Selection Committee will select Pennant Sides for all Wallacia Bowling Club Competitions.

C5.8 The positions on the Selection Committee are not paid positions.

C6. Code of Conduct

C6.1 All Wallacia Bowling Club members will:

a) Comply with the Club's dress regulations and uniform policy;

b) Comply with the decisions of the Wallacia Wild Cats Bowls Committee (in conjunction with the Group Sports Administrator), Bowls NSW and Bowls Australia 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, members will not be allowed to participate in any tournament / event at the Club or any other club until the matter is resolved.

C7. Club Wallacia Advisory Committee

C7.1 "Club Wallacia/Wallacia Country Club Advisory Committee" means the Advisory Committee of the Club Wallacia/Wallacia Country Club premises. Its term of operation as set out below:

i. The Board of St Johns Park Bowling Club will create an Advisory Committee in respect of Club Wallacia/Wallacia Country Club premises consisting of four (4) members all of whom will be Club Wallacia/Wallacia Country Club Full Playing Members and shall comprise:

ii. The Advisory Committee (all positions) will be appointed by the Board of Directors of St Johns Park Bowling Club after seeking Expressions of Interest (in writing) from Club Wallacia/Wallacia Country Club Full Playing Members.

iii. The position of the Advisory Committee (all positions) will be open to Expressions of Interest (in writing) every two (2) years. Expressions of Interest will be called within six (6) of the St Johns Park Bowling Club's Annual General Meeting (AGM) via writing in the form of a notice on the Club's notice board.

iv. The Advisory Committee will be required to meet monthly and forward any recommendations and progress reports including meeting minutes to the St Johns Park Bowling Club Board.

v. The Advisory Committee will make recommendations about the Club Wallacia/Wallacia Country Club 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/Wallacia Country Club premises.

C8. Membership

C8.1 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.

C8.2 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.

C8.3 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.

C8.4 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.

a) 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.

C9. Junior Membership

C9.1

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.

C10. Club Property

C10.1 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.

D. CLUB BALMAIN

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

D1. Balmain Tigers – Bowling Section

D1.1 There will be a Bowling Club section known as Balmain Tigers Bowling Club.

D1.2 The Bowling Club will be registered with Bowls NSW and Bowls Australia.

D1.3 The Bowling Club will be registered with all financial Balmain Bowling Club Members.

D1.4 The Bowling Club will also be known by the nickname the "Tigers".

D1.5 The Bowling Club will play under the logo and club colours assigned by the Board of Directors.

D1.6 The Bowling Club will be administered by the Group Sports Administrator in conjunction with the Balmain Bowls Committee.

D1.7 The Bowling Club will have an appointed Bowls Secretary, appointed by the Board of Directors to act as the liaison and main point of contact for the Club.

D2. Balmain Bowls Secretary

D2.1 The Board of Directors will appoint the Balmain Bowls Secretary to take on the administration tasks of the Balmain Tigers Bowling Club.

D2.2 The Balmain Bowls Secretary will report to the Group Sports Administrator for all Bowls related matters.

D2.3 The Balmain Bowls Secretary will take on the responsibility of logistics for all Bowls related activities at the Balmain Bowling Club.

D2.4 The Balmain Bowls Secretary will minute all meetings for the Balmain Bowls Committee and act as chairperson for the meetings in the absence of the Group Sports Administrator.

D2.5 The Balmain Bowls Secretary will liaise with the members on all Bowls Communication.

D2.6 The Balmain Bowls Secretary appointed position will be reviewed annually by the Board of Directors.

D3. Balmain Bowls Committee

D3.1 The Balmain Bowls Committee will be responsible for all bowls related activities of Balmain Bowling Club, including but not limited to:

Club Championships;

a) Tournaments;
b) Club Championships

c) Social Play
d) Pennant Competitions
e) Selection Committee
f) The Controlling Body for all Bowls unless otherwise delegated by the Group Sports Administrator; and

D3.2 The Balmain Bowls Committee will report to the Group Sports Administrator for all Bowls related matters.

D3.3 The Balmain Bowls Committee will report to the Club Balmain Venue Manager for all matters related to the Bowling Club premises, including bookings and Health and Safety matters.

D3.4 The Balmain Bowls Committee via the Balmain Bowls Secretary will liaise with the greenkeeper on green use, days of play and logistics.

D3.5 The Balmain Bowls Committee will represent the Bowling Club at Regional levels and coordinate the calendar each year under the guidance of the Group Sports Administrator.

D3.6 The Balmain Bowls Committee will be responsible for ensuring all members are registered with the Club and Bowls NSW accordingly.

D3.7 The Balmain Bowls Committee will be the Controlling Body as outlined by Bowls NSW or as requested by the Group Sports Administrator.

D3.8 The Balmain Bowls Committee will conduct meetings as and when required under the direction of the Group Sports Administrator.

D3.9 The Balmain Bowls Committee will record minutes of the meeting and table to the SJPBC Group Sports Administrator.

D4. Balmain Bowls Committee – Elections

D4.1 Balmain Bowls Committee will comprise of an appointed Bowls Secretary (1) and three elected Committee Members (3).

D4.2 Balmain Bowls Committee will consist of financial members of Balmain Bowling Club.

D4.3 Balmain Bowling Club will call for nominations of the Balmain Bowls Committee positions over a 14-day period in June each year. These dates will be advertised to its members electronically and on the noticeboards at the club.

D4.4 Members may nominate for the position of a Committee Member (3 to be elected).

D4.5 Where there are more nominations than the number of positions available, there will be a member vote at a Bowlers Meeting. This meeting will be held after the close of nominations and the date advised when nominations are called.

D4.6 A secret ballot will be held to determine each of those contested positions at the meeting.

D4.7 All voting members must be financial members of Balmain Bowling Club.

D4.8 Where there are not enough members for the positions, the Group Sports Administrator may appoint members to those positions, with approval of the SJPBC Board, or they may be left vacant.

D4.9 The Balmain Bowls Committee Members are not paid positions.

D5. Selection Committee

D5.1 The Selection Committee will comprise of three (3) Selectors.

D5.2 The Selection Committee will consist only of financial members of Balmain Bowling Club.

D5.3 The Balmain Bowling Club will call for nominations of the Selection Committee positions over a fourteen (14) day period in June each year. These dates will be advertised to its members electronically and on the noticeboards at the club.

D5.4 Where there are more nominations than the number of selector positions available, there will be a member vote at a Bowlers Meeting. This meeting will be held after the close of nominations and the date advised when nominations are called.

D5.5 A secret ballot will be held to determine the Selection Committee positions at the meeting.

D5.6 The elected Selection Committee will decide on a Chairperson at their first meeting, who will not cast a vote in selection decisions unless there is a tied vote.

D5.7 The Selection Committee will select Pennant Sides for all Balmain Bowling Club Competitions.

D5.8 The positions on the Selection Committee are not paid positions.

D6. Code of Conduct

D6.1 All Balmain Bowling Club members will:

Comply with the Club's dress regulations and uniform policy.

Comply with the decisions of the Balmain Tigers Bowls Committee (in conjunction with the Group Sports Administrator), Bowls NSW and Bowls Australia as is appropriate.

Use their best endeavours to compete in each game in which they, or a team are a member, are entered to compete.

At all times, when representing the Club in relation to the sport of lawn bowls, whether on the playing field or otherwise, and always 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

If under citation for disciplinary purposes, members will not be allowed to participate in any tournament / event at the Club or any other club until the matter is resolved. 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.

D7. Balmain Bowling Club Advisory Committee

D7.1 "Balmain Bowling Club Advisory Committee" means the Advisory Committee of the Club Balmain premises. Its term of operation as set out below:

i) The Board of St Johns Park Bowling Club will create an Advisory Committee in respect of Club Balmain premises consisting of four (4) members all of whom will be Balmain Bowling Club Full Playing Members and shall comprise a Chairperson & (3) three Committee members.

ii) The Advisory Committee (all positions) will be appointed by the Board of Directors of St Johns Park Bowling Club after seeking Expressions of Interest (in writing) from Balmain Bowling Club Full Playing Members.

iii) The position of the Advisory Committee (all positions) will be open to Expressions of Interest (in writing) every two (2) years. Expressions of Interest will be called within six (6) weeks of the St Johns Park Bowling Club's Annual General Meeting (AGM) via writing in the form of a notice on the Club's notice board.

iv) The Advisory Committee will be required to meet monthly and forward any recommendations and progress reports including meeting minutes to the St Johns Park Bowling Club Board.

v) The Advisory Committee will make recommendations about Club Balmain 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 Balmain premises.

D8. Membership

D8.1 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.

D8.2 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.

D8.3 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.

D8.4 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.

Junior Member means a person who is less than 18 years of age.

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.

The participation of Junior Members in the Club or inter-club competitions will be governed by the conditions of such competitions.

Junior Members will:

D9. Junior Membership

D9.1

- 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.

D10. Junior Membership

D10.1 Members or guests are not permitted to enter the rear of the bar or kitchen areas unless invited by the Venue Manager.

E. MOLLYMOOK BEACH BOWLING CLUB

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

E1. Mollymook Beach Bowling Club – Bowling Section

E1.1 There will be a Bowling Club section known as Mollymook Beach Bowling Club.

E1.2 The Bowling Club will be registered with Bowls NSW and Bowls Australia.

E1.3 The Bowling Club will be registered with all financial Mollymook Beach Bowling Club Members.

E1.4 The Bowling Club will also be known by the nickname the "Mollymawks".

E1.5 The Bowling Club will play under the logo and club colours assigned by the Board of Directors.

E1.6 The Bowling Club will be administered by the St Johns Park Bowling Club Group Sports Administrator in conjunction with the Mollymook Beach Bowls Committee.

E1.7 The Bowling Club will have an appointed Bowls Secretary, appointed by the St Johns Park Bowling Club Board of Directors to act as the liaison and main point of contact for the Club.

E2. Mollymook Beach Bowls Secretary

E2.1 The St Johns Park Bowling Club Board of Directors will appoint the Mollymook Beach Bowls Secretary to take on the administration tasks of the Mollymook Beach Bowling Club.

E2.2 The Mollymook Beach Bowls Secretary will report to the St Johns Park Bowling Club Group Sports Administrator for all Bowls related matters.

E2.3 The Mollymook Beach Bowls Secretary will take on the responsibility of logistics for all Bowls related activities at the Mollymook Beach Bowling Club.

E2.4 The Mollymook Beach Bowls Secretary will minute all meetings for the Mollymook Beach Bowling Club Committee and act as chairperson for the meetings, in the absence of the St Johns Park Bowling Club Group Sports Administrator.

E2.5 The Mollymook Beach Bowls Secretary will liaise with the members on all Bowls Communication.

E2.6 The Mollymook Beach Bowls Secretary appointed position will be reviewed annually by the St Johns Park Bowling Club Board of Directors.

E3. Mollymook Beach Bowls Committee

E3.1 The Mollymook Beach Bowls Committee will be responsible for all bowls related activities of Mollymook Beach Bowling Club, including but not limited to:

a) Club Championships;
b) Tournaments;
c) Social Play
d) Pennant Competitions
e) Selection Committee
f) The Controlling Body for all Bowls unless otherwise delegated by the St Johns Park Bowling Club Group Sports Administrator.

E3.2 The Mollymook Beach Bowls Committee will report to the St Johns Park Bowling Club Group Sports Administrator for all Bowls related matters.

E3.3 The Mollymook Beach Bowls Committee will report to the Mollymook Beach Bowling Club Venue Manager for all matters related to the Bowling Club premises, including bookings and Health and Safety matters.

E3.4 The Mollymook Beach Bowls Committee via the Mollymook Beach Bowls Secretary will liaise with the greenkeepers on green use, days of play and logistics.

E3.5 The Mollymook Beach Bowls Committee will represent the Bowling Club at Regional levels and coordinate the calendar each year under the guidance of the St Johns Park Bowling Club Group Sports Administrator.

E3.6 The Mollymook Beach Bowls Committee will be responsible for ensuring all members are registered with the Club and Bowls NSW accordingly.

E3.7 The Mollymook Beach Bowls Committee will be the Controlling Body as outlined by Bowls NSW or as requested by the St Johns Park Bowling Club Group Sports Administrator.

E3.8 The Mollymook Beach Bowls Committee will conduct meetings as and when required under the direction of the Group Sports Administrator.

E3.9 The Mollymook Beach Bowls Committee will record minutes of the meeting and table to the SJPBC Group Sports Administrator.

E4. Mollymook Beach Bowls Committee – Elections

E4.1 Mollymook Beach Bowls Committee will comprise of an appointed Bowls Secretary (1) and four elected Committee Members (4).

E4.2 Mollymook Beach Bowls Committee will consist of financial full bowling members of Mollymook Beach Bowling Club.

E4.3 Mollymook Beach Bowling Club will call for nominations of the Mollymook Beach Bowls Committee positions over a 14-day period in June each year. These dates will be advertised to its members electronically and on the noticeboards at the club.

E4.4 Mollymook Beach Bowling Club Members may nominate for the position of a Committee Member (4 to be elected).

E4.5 Where there are more nominations than the number of positions available, there will be a member vote at a Bowlers Meeting. This meeting will be held after the close of nominations and the date advised when nominations are called.

E4.6 A secret ballot will be held to determine each of those contested positions at the meeting.

E4.7 All voting members must be financial bowling members of Mollymook Beach Bowling Club.

E4.8 Where there are not enough members for the positions, the St Johns Park Bowling Club Group Sports Administrator may appoint members to those positions, with approval of the SJPBC Board, or they may be left vacant.

E4.9 The Mollymook Beach Bowls Committee Members are not paid positions.

E5. Selection Committee

E5.1 The Selection Committee will comprise of three (3) Selectors.

E5.2 The Selection Committee will consist only of full financial bowling members of Mollymook Beach Bowling Club.

E5.3 The Mollymook Beach Bowling Club will call for nominations of the Selection Committee positions over a fourteen (14) day period in June each year. These dates will be advertised to its members electronically and on the noticeboards at the club.

E5.4 Where there are more nominations than the number of selector positions available, there will be a member vote at a Bowlers Meeting. This meeting will be held after the close of nominations and the date advised when nominations are called.

E5.5 A secret ballot will be held to determine the Selection Committee positions at the meeting.

E5.6 The elected Selection Committee will decide on a Chairperson at their first meeting, who will not cast a vote in selection decisions unless there is a tied vote.

E5.7 The Selection Committee will select Pennant Sides for all Mollymook Beach Bowling Club Competitions.

E5.8 The positions on the Selection Committee are not paid positions.

E6. Code of Conduct

E6.1 All Mollymook Beach Bowling Club members will:

- Comply with the Club’s dress regulations and uniform policy.

- Comply with the decisions of the Mollymook Beach Bowling Club Bowls Committee (in conjunction with the St Johns Park Bowling Club Group Sports Administrator), Bowls NSW and Bowls Australia as is appropriate.
- Use their best endeavours to compete in each game in which they, or a team are a member, are entered to compete.
- At all times, when representing the Club in relation to the sport of lawn bowls, whether on the playing field or otherwise, and always 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
- If under citation for disciplinary purposes, members will not be allowed to participate in any tournament / event at the Club or any other club until the matter is resolved. 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.

E7. Mollymook Beach Bowling Club Advisory Committee

E7.1 SJPBC and Mollymook Beach Bowling agree that, as and from the date of the Order (refer MOU), the Board of SJPBC shall form a committee (**Advisory Committee**) in accordance with the terms of clauses E7.2 to E7.9 below.

E7.2 The initial Advisory Committee shall consist of:

a) the Chairperson;
b) two (2) Vice-Chairpersons in office at the date of the Order (refer MOU); and
c) one (1) Mollymook Beach Social member elected by the members of Mollymook Beach directors of Mollymook Beach Bowling Club.

E7.3 The initial Advisory Committee will sit until the first election of the Advisory Committee in 2025.

E7.4 From the first election of the Advisory Committee in 2025, the Advisory Committee shall consist of four (4) members all of whom will be Mollymook Beach Bowling Full Paying Members and shall comprise:

a) the Advisory Committee Chairperson who will be appointed by the Board of Directors of SJPBC after seeking Expressions of Interest from Mollymook Beach Bowling Club Full Playing Members; and
b) two (2) Mollymook Beach Bowling & Recreation Full Playing Members elected by Mollymook Beach Bowling Full Playing Members of Mollymook Beach Bowling in such manner as determined by the Board of SJPBC by way of By-Law.
c) one (1) Mollymook Beach Social member elected by the members of Mollymook Beach directors of Mollymook Beach Bowling Club.

E7.5 The position of Advisory Committee Chairperson will be open to Expressions of Interest every two (2) years and will be selected by the Board of SJPBC in accordance with the provisions of clause E7.4

E7.6 Two (2) members will be elected by Mollymook Beach Bowling Club Full Members from amongst the Mollymook Beach Bowling Club Full Members every two (2) years.

E7.7 One (1) member will be elected by the Mollymook Beach Social Members from amongst the Mollymook Beach Social Members every two (2) years.

E7.8 The Advisory Committee will be required to meet monthly and forward any recommendations and progress reports to the SJPBC Board.

E7.9 Subject at all times to the approval of the Board of SJPBC, it is envisaged that the Advisory Committee will:

a) assist with the management of bowls activities at the Mollymook Beach Bowling Club Premises;
b) make recommendations about the Mollymook Bowling Premises for consideration by the Board of SJPBC; and
c) provide advice to the CEO and Board of the Amalgamated Club in relation to bowling activities at the Mollymook Beach Bowling Club Premises.

E7.10 The Advisory Committee:

a) is subject to the overall control and direction of the Board and management of the Amalgamated Club.
b) will have no function in the governance or management of the Amalgamated Club or the Mollymook Beach Club Bowling Premises; and
c) may be wound up at any time if determined appropriate by the Board of the Amalgamated Club.

E8. Membership

E8.1 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.

E8.2 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.

E8.3 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.

E8.4 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.

E9. Junior Membership

E9.1

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.

Junior Members will:

- Pay Green Fees as determined by the Advisory Committee.
- 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.
- Not be permitted to stand on any committee and are not entitled to vote.
- 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.

E10. Club Property

E10.1 Members or guests are not permitted to enter the rear of the bar or kitchen areas unless invited by the Venue Manager.

Adopted by the Board of Directors of St Johns Park Bowling Club Limited at the Board Meeting of 25 March 2025.

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David Marsh
Group CEO

Per the Board of Directors